



**REGULAR MEETING
CITY OF ROSWELL COUNCIL - AGENDA
THURSDAY, JULY 14, 2016
Roswell Museum and Art Center
Bassett Auditorium - 100 W. 11th Street
Roswell, New Mexico 88201**

Notice of this meeting has been given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution No. 15-56. Except for emergency matters, the City Council shall take action only on the specific items listed on the Agenda.

JULY 14, 2016

MAYOR - Dennis J. Kintigh

6:00 p.m.

Ward I
Juan Oropesa
Natasha Mackey

Ward II
Steve Henderson
Caleb T. Grant

Ward III
Art Sandoval
Jeanine Best

Ward IV
Jason Perry
Savino Sanchez Jr.

Ward V
Barry Foster
Tabitha D. Denny

WELCOME! We are very glad you have joined us for the Roswell City Council meeting. If you wish to speak, please sign up at the podium prior to 6:00 p.m. All matters listed under Consent Items/Consent Agenda are considered routine by the City Council and will be approved by one motion. There will be no separate discussion on these items. If two members of the council desire to discuss the matter, that item will be removed from the consent agenda and will be considered separately. Any item approved as part of the consent agenda is not an agenda item for the purpose of public participation. The Council is pleased to hear relevant comments; however, a 3-minute limit is set in accordance with Resolution 15-56. Large groups are asked to name a spokesperson. Robert's Rules of Order govern the conduct of the meeting. "THANK YOU" for participating in your City Government.

OPENING CEREMONIES

Call to Order by Presiding Officer
Roll Call & Determination of Quorum
Pledge of Allegiance to the Flag and Invocation
Agenda/Consent Items/Minutes from the

NON-ACTION ITEMS (Information Items)

1. Proclamation - National Parks and Recreation Month - Laurie Jerge/Mayor Kintigh
2. Presentation - Outstanding Citizen Award - Councilor Tabitha Denny.
3. Presentation - Roswell Hispano Chamber of Commerce Update - Christie Mann, President

PUBLIC PARTICIPATION ON AGENDA ITEMS

In order to speak you must sign up prior to the Council Meeting.

PUBLIC HEARING(S)

4. To hold a public hearing and vote on Application No. 995139, a restaurant beer and wine license with on premises consumption only, for the Cowboy Café located at 1120 E. Second Street, Roswell, NM 88201. (Sandoval/Zarr)
5. Proposed Ordinance 16-14 - To hold a public hearing and vote on Proposed Ordinance 16-14 which would repeal the Community Improvement Commission. (Perry/Zarr)
6. Proposed Ordinance 16-15 - To hold a public hearing and vote on Proposed Ordinance 16-15 which would repeal the Behavioral Health Commission. (Perry/Zarr)

7. Proposed Ordinance 16-16 - To hold a public hearing and vote on the adoption of Proposed Ordinance 16-16 which would modify Article 6, Section 2 by adding Accessory Retail as a Special Use in the R-S Zoning District. (Perry/Morris)
8. Proposed Ordinance 16-17 - To hold a public hearing and vote on Proposed Ordinance 16-17 which would adopt the City of Roswell Master Plan, Wayfinding Plan and the MRA (Metropolitan Redevelopment Area) Plan. (Best/Morris)

[To view the Comprehensive Master Plan 2016 CLICK HERE](#)

[To view the Roswell Wayfinding Plan 2016 CLICK HERE](#)

[To view the Railroad District Metropolitan Redevelopment Area 2016 CLICK HERE](#)

CONSENT ITEMS

Bids and RFP's

9. Kerr Station Valve Replacement Valves - Consider project Award Recommendation for ITB-16-047, Kerr Station Valve Replacements to White Cloud Pipeline in the amount of \$182,212.50.
10. Roswell Convention Center RFP 16-008 - Consider project Award Recommendations for contract of Design Services for Roswell Convention Center.
11. Award of Economic study on old Municipal Airport - Consider approval of project Award Recommendations for RFP-009, Old Municipal Airport Economic Development Study.
12. ITB-15-003 - Consider approval to extend contract with Custom Construction ITB-15-003 for one additional year.

RIAC Leases

13. Consider approval to authorize New Mexico National Guard, to amend their current lease agreement to allow the return of Building No. 608 to the City of Roswell.

Resolution(s)

14. Resolution 16-42 - Weeds - The Resolution shall mandate the cleanup of approximately sixty eight (68) separate properties within the City.
15. Resolution 16-43 - Condemnations - The Resolution shall require the removal or demolition of five (5) dilapidated structures.

Lodger's Tax Request

16. Eastern New Mexico State Fair - Consideration funding for the Eastern New Mexico State Fair in the amount up to \$44,250 on a reimbursement basis at 100% of eligible expenses with a contract, and an additional amount not to exceed \$11,000 from the Lodgers' Tax Fund overtime line item for Police overtime.
17. 11th Annual Roswell Jazz Festival - Consider funding for the 11th Annual Roswell Jazz Festival in the amount up to \$5,000 of eligible expenses at 50% on a reimbursement basis.

Minutes

18. Consider approval of the minutes from the June 9, 2016 Regular City Council meeting and the Special City Council meeting on June 16, 2016.

NEW BUSINESS / REGULAR ITEMS

Resolution(s)

19. Resolution 16-45 – Consider adoption of Resolution 16-45 authorizing the City Manager to enter into an agreement amending the Collective Bargaining Agreement with the Roswell Police Officers Association. (Sandoval/Mathews)
20. Resolution 16-46 - Council consideration of Resolution 16-46, authorizing the filing of an application with the New Mexico Department of Transportation (NMDOT) for funding assistance for Pecos Trails Transit for Federal Fiscal Year 2017-2018.(Grant/Garcia/Aragon)

Request(s)

21. Public Safety Legal Services - the renewal of attorney Paul Sanchez's professional services agreement to provide public safety legal services. The agreement provides for three (3) renewals of one (1) year each. This would be the third and last remaining renewal option. (Sandoval/Mathews)
22. Consider approval of a Scope of Services agreement with MainStreet Roswell. (Grant/Morris)

23. Easement Modification - Consider modifying a portion of an easement located on property in the 3600 block of North Main Street. (Best/Morris)
24. Planning and Zoning Case 16-08 - Consider approval of P&Z Case 16-08 Minor Re-Subdivision of lots in the McDuell-Brown Subdivision to create the J&J Subdivision.(Sanchez/Morris)

DEPARTMENT REPORTS

25. DEPARTMENT REPORTS:
 - Gross Receipts Tax
 - Roswell Public Library
 - Human Resources
 - Roswell Police Department
 - Roswell Police Department Animal Control
 - Convention Center
 - Lodgers Tax
 - Roswell Convention and Civic Center Activity Report
 - Roswell Convention and Civic Center Expense Report
 - Roswell Convention and Civic Center Maintenance Report
 - Roswell Visitors Center Report
 - Fire Department
 - Parks and Recreation
 - Code Enforcement
 - RIAC

PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

In order to speak you must sign up prior to the Council Meeting.

Adjournment

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Human Resources at 575-624-6700 at least one week prior to the meeting or as soon as possible. Public documents including the agenda and minutes can be provided in various accessible formats. Please contact the City Clerk at 575-624-6700 if a summary of other type of accessible format is needed.

Printed and posted: **Friday, July 8, 2016**

**ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT**

Regular City Council Meeting

Item No. 1.

Meeting Date: 07/14/2016

COMMITTEE: N/A

CONTACT: Sharon Coll

CHAIR: N/A

ACTION REQUESTED:

Proclamation - National Parks and Recreation Month - Laurie Jerge/Mayor Kintigh

BACKGROUND:

July is National Recreation and Parks Month. A signed proclamation by Mayor Kintigh recognizes July as Recreation and Parks Month and encourages all citizens to get involved in recreational pursuits. This month long celebration encourages everyone to take part in local recreation programs. The Roswell Recreation Center has tennis lessons lined up through the month of July, Sports Clinic with Football, Basketball, and Volleyball Camps. The Roswell Recreation Division will be sponsoring the Summer Concert in the Park Series. Every Friday throughout July - a different concert will be taking place in Cahoon Park from 7:00-8:30 pm to honor the month long group of activities. Summer youth soccer league will be underway along with the Vacation Fun Program running daily from 8:00am-5:30pm. The Roswell Adult and Senior Center has several dances lined up through July along with open studio and drop in programs. The Bert Murphy Family Swim Pad is open daily from 11am-7pm at Poe Corn Park located at 610 E. 2nd. For a summer brochure of event offerings please contact the Roswell Recreation Center, 807 N. Missouri at 624-6719.

FINANCIAL CONSIDERATION (See Fiscal Impact below)

Not applicable.

LEGAL REVIEW:

Not applicable.

BOARD AND COMMITTEE ACTION:

Not applicable.

STAFF RECOMMENDATION:

Not applicable.

**ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT**

Regular City Council Meeting

Item No. 2.

Meeting Date: 07/14/2016

COMMITTEE: N/A

CONTACT: DeAnna Phillips

CHAIR: N/A

ACTION REQUESTED:

Presentation - Outstanding Citizen Award - Councilor Tabitha Denny.

BACKGROUND:

The Outstanding Citizen Award recognizes and honors individuals who strive toward the highest level of professional accomplishments. Anyone who excels in their chosen profession, have devoted significant time and energy to improve the community's quality of life and has provided leadership to assist others in becoming involved in the community.

FINANCIAL CONSIDERATION (See Fiscal Impact below)

Not applicable.

LEGAL REVIEW:

Not applicable.

BOARD AND COMMITTEE ACTION:

Not applicable.

STAFF RECOMMENDATION:

Not applicable.

**ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT**

Regular City Council Meeting

Item No. 3.

Meeting Date: 07/14/2016

COMMITTEE: N/A

CONTACT: N/A

CHAIR: N/A

ACTION REQUESTED:

Presentation - Roswell Hispano Chamber of Commerce Update - Christie Mann, President

BACKGROUND:

Not applicable.

FINANCIAL CONSIDERATION (See Fiscal Impact below)

Not applicable.

LEGAL REVIEW:

Not applicable.

BOARD AND COMMITTEE ACTION:

Not applicable.

STAFF RECOMMENDATION:

Not applicable.

**ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT**

Regular City Council Meeting

Item No. 4.

Meeting Date: 07/14/2016

COMMITTEE: N/A

CONTACT: Sharon Coll

CHAIR: N/A

ACTION REQUESTED:

To hold a public hearing and vote on Application No. 995139, a restaurant beer and wine license with on premises consumption only, for the Cowboy Café located at 1120 E. Second Street, Roswell, NM 88201. (Sandoval/Zarr)

BACKGROUND:

Under NMSA 1978 § 60-6B-4, the governing body is required to conduct a public hearing on the application and must, by roll call vote, approve or disapprove the requested application. The hearing is quasi-judicial in nature and must be conducted accordingly.

In considering whether to approve or disapprove the application, the governing body may only disapprove of the application if it finds substantial evidence to support one of the following:

- The proposed location is within an area which the sale of alcoholic beverages is prohibited by the laws of New Mexico; or
- The issuance or transfer would be in violation of zoning or other ordinance of the governing body; or
- The issuance or transfer of a license would be detrimental to the public health, safety, or morals of the residents of the local option district. The governing body is required to notify the Director of Alcohol and gaming Division of the New Mexico Regulation and Licensing Department within thirty (30) days of the public hearing whether it has approved or disapproved the application. This is done by the City Clerk.

FINANCIAL CONSIDERATION (See Fiscal Impact below)

Not applicable.

LEGAL REVIEW:

The City Attorney has provided the notes for the Council's consideration of the application under the staff recommendation below.

BOARD AND COMMITTEE ACTION:

Not applicable.

STAFF RECOMMENDATION:

City staff does not make a specific recommendation, but notes the following for the City Council's consideration:

- Because the Alcohol and Gaming Division has granted preliminary approval of the application, the Applicant has established a prima facie entitlement to the license. The burden of disapproval then shifts to the City.
 - New Mexico case law has held that the Director of Alcohol and Gaming Division of the New Mexico Regulation and Licensing Department may still issue a license or approve the transfer of a license despite municipal disapproval if there is insufficient evidence to support the disapproval, or if the disapproval is not based on the evidence specific to the applicant or the location. A general disapproval of alcoholic beverage sales is not a valid basis for denial of the license and is consequently not relevant to the decision to be made by the governing body.
 - There does not appear to be evidence that the location is in an area where the sale of alcoholic beverages is prohibited by state law.
 - There does not appear to be evidence that the sale of alcohol at the location would be in violation of any City zoning law or other ordinance.
-

Attachments

Cowboy Cafe Liquor License Packet



**New Mexico Regulation and Licensing Department
ALCOHOL AND GAMING DIVISION**

P.O. Box 25101 ▪ Santa Fe, New Mexico 87504-5101
(505) 476-4875 ▪ Fax (505) 476-4595 ▪ www.rld.state.nm.us/alcoholandgaming

June 15, 2016

Certified Mail No.: 9171 9690 0935 0079 1754 46

Susana Martinez
Governor

Robert "Mike" Unthank
Superintendent

David Jablonski
Deputy Superintendent

Diana A. Martwick
Chief General Counsel

Mary Kay Root
Director

City of Roswell

Attn: Sharon Coll, Clerk
PO Box 1838
Roswell, NM 88202-1838

Re: Lic. No. /Appl. No.: Application No. 995139

Name of Applicant: Cowboy Café, LLC

Doing Business As: Cowboy Café

Proposed Location: 1120 E. Second Street, Roswell, NM 88201

Greetings:

The Director of the Alcohol and Gaming Division has reviewed the referenced Application and granted **Preliminary Approval**. It is being forwarded to you for Local Option District approval or disapproval of the Liquor License Application.

While the law states that "within forty-five (45) days after receipt of a Notice from the Alcohol and Gaming Division, the governing body shall hold a Public Hearing in the question of whether the department should approve the proposed issuance or transfer", we recognize the potential for conflict between the requirement for publication of 30 day notice and the 45 day hearing requirement. Should the Local Governing Body be unable to meet one of these requirements, please send a Request for Waiver/Extension by email to the assigned AGD Hearing Officer listed on page 2.

Notice of the Public Hearing required by the Liquor Control Act **shall be given by the governing body by publishing a notice** of the date, time, and place of the hearing **twice during the 30 days prior to the hearing in** a newspaper of general circulation within the territorial limits of the governing body. **The first notice must be published at least thirty (30) days before the hearing. Both publications must occur before a hearing can be conducted.** The notice shall include:

- (A) Name and address of the Applicant/Licensee;
- (B) The action proposed to be taken by the Alcohol & Gaming Division;
- (C) The location of the licensed premises.

The governing body is required to send notice by certified mail to the Applicant of the date, time, and place of the Public Hearing. The governing body may designate a Hearing Officer to conduct the hearing. A record **shall** be made of the hearing.

**THE APPLICANT IS SEEKING A RESTAURANT BEER & WINE
LICENSE WITH ON PREMISES CONSUMPTION ONLY.**

Alcohol and Gaming Division
(505) 476-4875

Boards and Commissions Division
(505) 476-4600

Construction Industries Division
(505) 476-4700

Financial Institutions Division
(505) 476-4885

Manufactured Housing Division
(505) 476-4770

Securities Division
(505) 476-4580

Administrative Services Division
(505) 476-4800

Within thirty (30) days after the Public Hearing, the governing body shall notify the Alcohol and Gaming Division of their decision to approve or disapprove the issuance or transfer of the license by signing the enclosed original Page 1 of the Application. The original Page 1 of the Application must be returned together with the notices of publication. **If the Governing Body fails to either approve or disapprove the issuance or transfer of the license within thirty days after the Public Hearing, the Director may issue the license.**

If the Governing Body disapproves the issuance or transfer of the license, it shall notify the Alcohol and Gaming Division within thirty (30) days setting forth the reasons for the disapproval. A copy of the Minutes of the Public Hearing shall be submitted to the Alcohol and Gaming Division with the Notice of Disapproval (*Page 1 of the Application, noting disapproval*).

Respectfully,



Beverly Kennedy, Hearing Officer
NM Regulation & Licensing Dept. | Alcohol & Gaming Division
Phone: (505) 476-4548 Fax: (505) 476-4595
Email: beverly.kennedy@state.nm.us

Enclosures:

1. Original Page 1 of the Application (*must be signed and returned w/notices of publication*)
2. Copy of Page 2 of the Application
3. Copy of Zoning Statement

xc by email: Applicant



RESTAURANT LIQUOR LICENSE APPLICATION

Application fee - \$200.00 Fees are non-refundable.

AGD USE ONLY - APPLICATION #

995139

LOD

City of Roswell

Application is for: New License ☒ / Change of Stock among existing members only ☐ / Change of Officers (no ownership interest) ☐

Applicant is: Individual ☐ / Corporation ☐ / Partnership (General or Limited) ☐ / Limited Liability Company ☒

NAME OF APPLICANT (company or individual) Cowboy Cafe, LLC

ADDRESS (including city, state, zip) PO Box 4543 Roswell NM 88202

TELEPHONE NUMBER OWNER 575-622-6363

EMAIL

D/B/A name to be used: #1a Cowboy Cafe

Phone number for licensed premises: 575-622-6363

Physical location where license is to be used: 1120 E Second St. Roswell NM 88201

(Include street number / highway number / state road, city and county, state, and zip code)

Mailing address: PO Box 4543 Roswell NM 88202

Are alcoholic beverages currently being dispensed at the proposed location? Yes ☐ No ☒ If yes, give license number and type

I, (print name) Madux Hobbs, as (title) owner, being first duly sworn upon oath deposes and says: that he/she is the applicant or is authorized by the applicant to make this application; that he/she has read the same; knows the contents therein contained are true.

Applicant(s) agree(s) that if any statements or representations herein are found to be false, the director may refuse to issue or renew the license or may cause the license to be revoked at any time.

You must sign and date this form in the presence of a notary public.

Signature of Applicant

Date 3/3/16

SUBSCRIBED AND SWORN TO before me this 3

day of

March

Notary Public Use Only

20 16

by

Audra Hobbs

Notary Public

My Commission Expires

4/17/17

Local Governing Body of:

(City or County). Hearing held on

20

Check one: Approved

Disapproved

City/County Official

(Signature & Title)

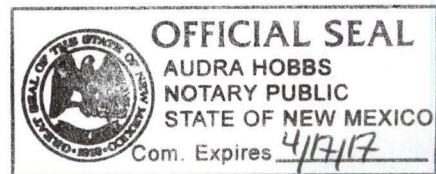
For Alcohol and Gaming Division Use Only

Approved

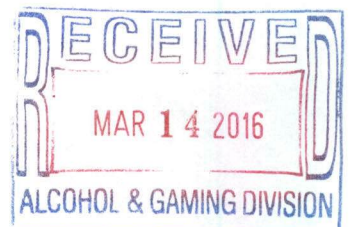
Disapproved

Director Approval

Date



Chaves county





PREMISES LOCATION, OWNERSHIP, AND DESCRIPTION
SS-60-6B-10

1. The land and building which is proposed to be the licensed premises is (check one):

Owned by Applicant _____ Leased by Applicant (attach copy of deed or lease) ☒ Other (provide details) _____

2. If the land and building are not owned by Applicant, indicate the following:

A. Owner(s) Marvin + Georgann Moran

B. Date and term of lease 10/1/2014 - 2 year lease ends: 9/30/2019

3. Premises location is zoned (example C-1) C-2

If the premises is zoned, attach zoning statement from local government giving location address and type of zone, stating whether alcoholic beverages are allowed at proposed location. If there is no zoning, attach confirmation from local government indicating there is no zoning.

4. Distance from nearest church *(Property line of church to licensed premises—shortest distance).

Miles/feet 1/2 mile Name of church Iglesia Del Dios Viro Address/location of church 211 N. Garden Ave. Roswell Nm
La Luz Del Mundo 88201

5. Distance from nearest school *(Property line of school to licensed premises—shortest distance).

Miles/feet 0.6 miles Name of school Nancy Lopez Elem. Address/location of school 1208 E. Bland St. Roswell Nm 88203

6. Distance from military installation *(Property line of military installation to licensed premises—shortest distance.)

Miles 110 miles Name of Military Installation, circle one: Kirtland Air Force Base (Albuquerque), White Sands Missile Range (Las Cruces),
Holloman Air Force Base (Alamogordo), Cannon Air Force Base (Clovis).

7. Attach, on a separate sheet, the detailed floor plan for each level (floor) where alcoholic beverages will be sold or consumed. Show exterior walls, doors, and interior walls. This will be the licensed premises. The floor plan should be no larger than 8 1/2 x 11 inches, and must include the total square footage of premises.

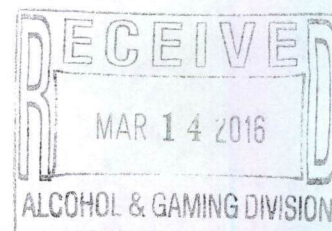
*If the distance is beyond 300 feet, but less than 400 feet, a registered engineer or licensed surveyor must complete a Survey Certificate showing the exact distance.

8. Type of Operation:

Lounge _____ Restaurant ☒ Package Grocery _____ Racetrack _____ Hotel _____ Other (specify) _____

Return this form to the Alcohol and Gaming Division, PO Box 25101, Santa Fe, New Mexico 87505-5101.

COPY



City of Roswell

Planning & Zoning Office
PO Box 1838
Roswell, NM 88202-1838
Telephone: (575)637-6294
Fax: (575) 624-6820



Zoning Verification Letter

February 5, 2016

State of New Mexico
Regulation & Licensing Department
Alcohol and Gaming Division
PO Box 25101
Santa Fe, New Mexico 87504-5101

RE: Cowboy Café, LLC
1120 East 2nd Street
Roswell, New Mexico 88203

Legal Description: SUNRISE ADDITION Lot: 1 AND: - Lot: 2, Quarter: NE S: 4 T: 1S R:
24E BK: 545 PG: 499 QCD (Roswell, Chaves County)

To Whom It May Concern:

Madux Hobbs

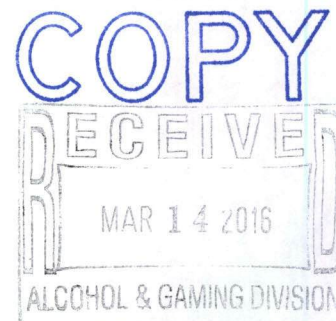
This zoning verification letter is per the request of Madux Hobbs, Owner of Cowboy Café, LLC. The property located at **1120 East 2nd Street in Roswell, New Mexico is zoned C-2 (Community Commercial District)**. Restaurants/food/drink/lounges/liquor are allowed as a use by right in C-2. The on-premises consumption of alcohol is a permitted use within the C-2 zoning district.

Note that for a full understanding of what is permitted or prohibited by the City of Roswell Municipal Code, please refer to the Code in its entirety. The City's website is at <http://roswell-nm.gov> provides access to the entire Municipal Code.

If there are any questions or concerns, please do not hesitate to contact me.

Sincerely,

Merideth Hildreth, M.A., AICP
Current Planning Administrator
City of Roswell
575.623.6294



Attachments:

City of Roswell Zoning Ordinance Article 15: C-2 Community Commercial District

Application #995139

Publish June 26, July 10, 2016

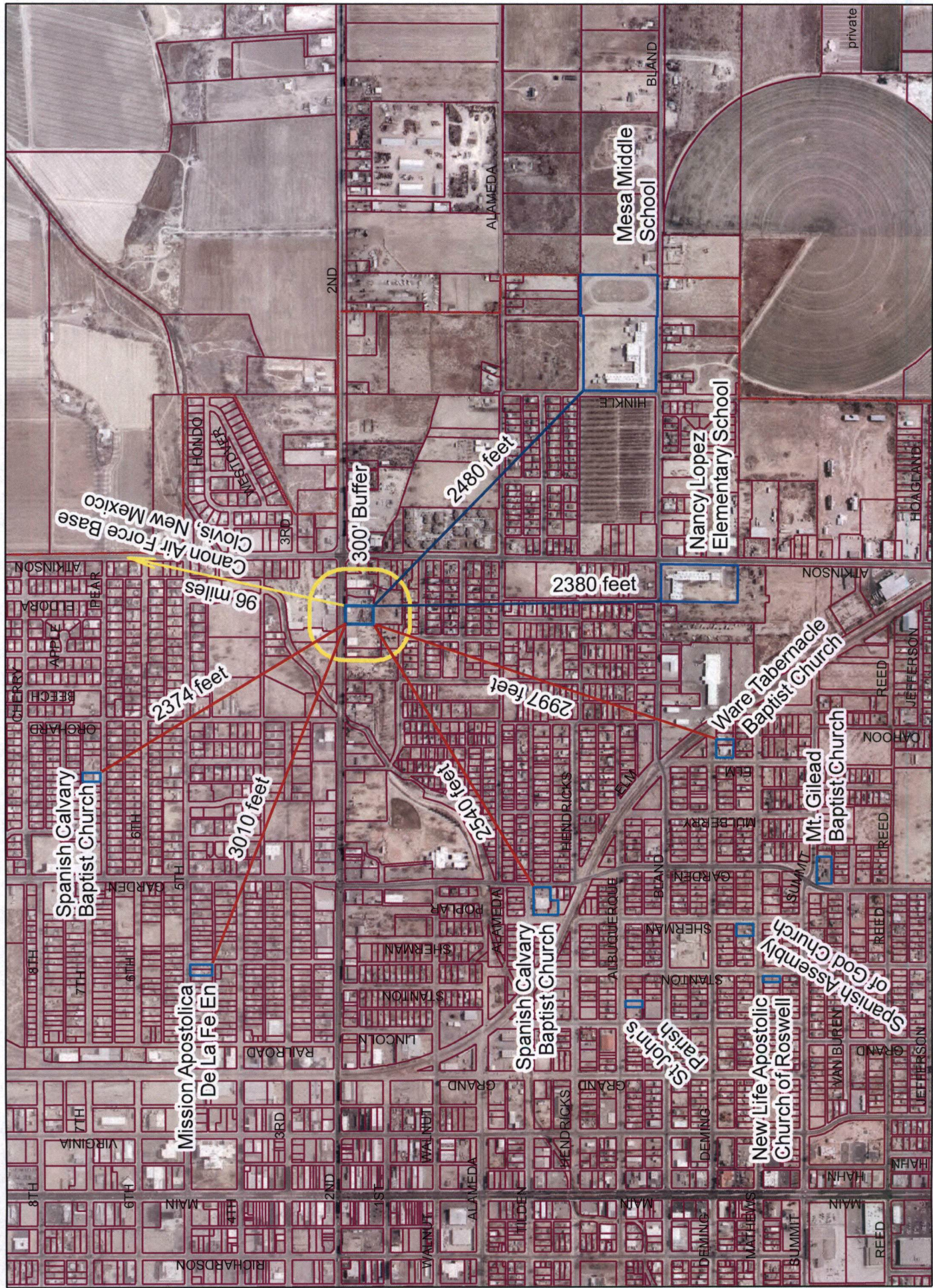
NOTICE OF PUBLIC HEARING FOR A RESTURANT BEER & WINE LICENSE WITH ON PREMISE CONSUMPTION ONLY

Notice is hereby given that a public hearing will be held to issue a restaurant liquor license by the City Council of the City of Roswell during the regular Council Meeting on July 14, 2016 at 6:00 p.m. at the Roswell Museum and Art Center in the Bassett Auditorium, 100 W. 11th Street, Roswell, New Mexico.

1. Applicant: Cowboy Cafe, LLC
DBA: Cowboy Cafe
1120 E. Second Street
Roswell, NM 88201
- Proposed: Restaurant (Beer and Wine)
Action: Liquor License
Application #995139
- Licensee's: Cowboy Cafe, LLC
DBA: Cowboy Cafe
1120 E. Second Street
Roswell, NM 88201

At the meeting the City Council may take action approving or disapproving the proposed application.

/s/Sharon Coll
City Clerk



Liquor License buffer area and location of nearest Schools and Churches for
1120 E Second Street, Roswell, New Mexico.

**ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT**

Regular City Council Meeting

Item No. 5.

Meeting Date: 07/14/2016

COMMITTEE: Legal

CONTACT: William Zarr

CHAIR: Jason Perry

ACTION REQUESTED:

Proposed Ordinance 16-14 - To hold a public hearing and vote on Proposed Ordinance 16-14 which would repeal the Community Improvement Commission. (Perry/Zarr)

BACKGROUND:

Based on direction provided by the City Council following a review of the Boards, Committees and Commissions, at your March 18-19, 2016 Retreat, Proposed Ordinance number 16-14, would amend Article IV of Chapter 2 of the Roswell City Code, by repealing sections 2-131, 2-132, and 2-133, entitled "Community Improvement Commission". The functions of the Community Improvement Commission are largely covered by other City boards, commissions, and staff, so that the functions of the Commission largely duplicate those of other boards and City staff. The City has also experienced a lack of interest by residents in being appointed to the Commission, to the point where filling the membership of the Commission with persons who are not employees of the City has not been achievable.

FINANCIAL CONSIDERATION (See Fiscal Impact below)

Not applicable.

LEGAL REVIEW:

The City Attorney has reviewed Proposed Ordinance 16-14.

BOARD AND COMMITTEE ACTION:

The Legal Committee recommended advertising of Proposed Ordinance 16-14 at their May 26, 2016 meeting.

STAFF RECOMMENDATION:

Council consideration of approval for Proposed Ordinance 16-14 and vote on the adoption of Proposed Ordinance 16-14.

Attachments

Ordinance 16-14

ORDINANCE 16-14

AN ORDINANCE OF THE CITY OF ROSWELL ABOLISHING THE COMMUNITY IMPROVEMENT COMMISSION BY REPEALING SECTIONS 2-131, 2-132 AND 2-133, PROVIDING FOR REPEAL OF ALL ORDINANCES IN CONFLICT, PROVIDING FOR SEVERABILITY AND EFFECTIVE DATE

WHEREAS, the functions of the Community Improvement Commission are largely covered by other City boards, commissions, and staff, so that the work of the Commission would largely duplicate the work and efforts of other boards and City staff; and

WHEREAS, the City has experienced a lack of interest by residents in appointments to the Commission, to the point where filling the membership of the Commission with persons who are not employees of the City has not been achievable.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL AS THE GOVERNING BODY OF THE CITY OF ROSWELL, NEW MEXICO, that:

SECTION 1. The title of Division 4 of Article IV of Chapter 2 of the Roswell City Code is hereby amended to read as follows:

DIVISION 4. Reserved.

SECTION 2. Section 2-131 of the Roswell City Code is repealed in its entirety.

SECTION 3. Section 6-132 of the Roswell City Code is repealed in its entirety.

SECTION 4. Section 2-133 of the Roswell City Code is repealed in its entirety.

SECTION 5. All ordinances or parts of ordinances in conflict or inconsistent herewith are hereby repealed to the extent of such inconsistency. This repealer shall not be construed to revive any ordinance or part of any ordinance heretofore repealed.

SECTION 6. If any section, paragraph, clause or provisions of this ordinance for any reason shall be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any other part of this ordinance.

SECTION 7. This ordinance shall be effective after five (5) days following its publication as required by law.

PASSED, ADOPTED, SIGNED and APPROVED the 14th day of July, 2016.

CITY SEAL

Dennis Kintigh, Mayor

ATTEST:

Sharon Coll, City Clerk

**ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT**

Regular City Council Meeting

Item No. 6.

Meeting Date: 07/14/2016

COMMITTEE: Legal

CONTACT: William Zarr

CHAIR: Jason Perry

ACTION REQUESTED:

Proposed Ordinance 16-15 - To hold a public hearing and vote on Proposed Ordinance 16-15 which would repeal the Behavioral Health Commission. (Perry/Zarr)

BACKGROUND:

Based on direction provided by the City Council following a review of the Boards, Committees and Commissions, at your March 18-19, 2016 Retreat, Proposed Ordinance 16-15, would amend Article IV of Chapter 14 of the Roswell City Code, by repealing sections 14-26, 14-27, 14-28, 14-29, 14-30, 14-31, and 14-32, entitled "Commission on Behavioral Health". The Proposed Ordinance would also amend section 2-44 of the Roswell City Code to assign review of behavioral health issues to the Public Safety Committee.

The Commission on Behavioral Health has been inactive for a number of years, and issues concerning behavioral health can be effectively addressed by the Public Safety Committee as a standing committee of the Roswell City Council, since the Police and Fire Departments are the City departments most experienced with those individuals who have behavioral health issues through regular encounters with such individuals.

The functions of the Commission of Behavioral Health are largely duplicated by the various City departments and staff, so that the elimination of the Commission will not adversely affect the City on issues concerning behavioral health.

City departments are also able to coordinate efforts with other governmental agencies concerning behavioral health issues which exist or arise within the community, as well as seeking and contracting for expertise and advice in behavioral health issues from experts.

FINANCIAL CONSIDERATION (See Fiscal Impact below)

Not applicable.

LEGAL REVIEW:

The City Attorney has reviewed Proposed Ordinance 16-15.

BOARD AND COMMITTEE ACTION:

The Legal Committee recommended advertising Proposed Ordinance 16-15 at its May 26, 2016 meeting.

STAFF RECOMMENDATION:

Council consideration of approval of Proposed Ordinance 16-15 and vote on the adoption of Proposed Ordinance 16-15.

Attachments

Ordinance 16-15

ORDINANCE 16-15

AN ORDINANCE OF THE CITY OF ROSWELL ABOLISHING THE COMMISSION ON BEHAVIORAL HEALTH BY REPEALING SECTIONS 14-26, 14-27, 14-28, 14-29, 14-30, 14-31 AND 14-32, AND BY AMENDING SECTION 2-44 TO ASSIGN REVIEW OF BEHAVIORAL HEALTH ISSUES TO THE PUBLIC SAFETY COMMITTEE, PROVIDING FOR REPEAL OF ALL ORDINANCES IN CONFLICT, PROVIDING FOR SEVERABILITY AND EFFECTIVE DATE

WHEREAS, the Commission on Behavioral Health has been inactive for a number of years; and

WHEREAS, issues concerning behavioral health can be effectively addressed by the Public Safety Committee as a standing committee of the Roswell City Council, since the Police and Fire Departments are the City departments most affected and experienced by regular encounters with those persons with behavioral health issues; and

WHEREAS, City departments are also able to coordinate efforts with other governmental agencies concerning behavioral health issues which exist or arise within the community, as well as seeking and contracting for expertise and advice in behavioral health issues from experts; and

WHEREAS, the functions of the Commission of Behavioral Health are largely duplicated by the various City departments and staff, so that the elimination of the Commission will not adversely affect the City on issues concerning behavioral health:

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL AS THE GOVERNING BODY OF THE CITY OF ROSWELL, NEW MEXICO, that:

SECTION 1. The title of Article IV of Chapter 14 of the Roswell City Code is hereby amended to read as follows:

ARTICLE IV. Reserved.

SECTION 2. Section 14-26 of the Roswell City Code is repealed in its entirety.

SECTION 3. Section 14-27 of the Roswell City Code is repealed in its entirety.

SECTION 4. Section 14-28 of the Roswell City Code is repealed in its entirety.

SECTION 5. Section 14-29 of the Roswell City Code is repealed in its entirety.

SECTION 6. Section 14-20 of the Roswell City Code is repealed in its entirety.

SECTION 7. Section 14-31 of the Roswell City Code is repealed in its entirety.

SECTION 8. Section 14-32 of the Roswell City Code is repealed in its entirety.

SECTION 9. Section 2-44 of the Roswell City Code is amended to read as follows:

Section 2-44 Public Safety Committee

The Public Safety Committee shall review and consider policies that affect the operations of the police department, fire department, code enforcement department, 911 dispatch, ambulance services, emergency management and preparedness, animal control, and other public safety programs such as alarm ordinance and neighborhood watch, and fees associated with the provision of the foregoing public safety services. The Public Safety Committee shall also review and consider policies concerning behavioral health issues that were formerly considered by the City's Commission on Behavioral Health.

SECTION 10. All ordinances or parts of ordinances in conflict or inconsistent herewith are hereby repealed to the extent of such inconsistency. This repealer shall not be construed to revive any ordinance or part of any ordinance heretofore repealed.

SECTION 11. If any section, paragraph, clause or provisions of this ordinance for any reason shall be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any other part of this ordinance.

SECTION 12. This ordinance shall be effective after five (5) days following its publication as required by law.

PASSED, ADOPTED, SIGNED and APPROVED the 14th day of July, 2016.

CITY SEAL

Dennis Kintigh, Mayor

ATTEST:

Sharon Coll, City Clerk

**ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT**

Regular City Council Meeting

Item No. 7.

Meeting Date: 07/14/2016

COMMITTEE: Legal

CONTACT: William Zarr

CHAIR: Jason Perry

ACTION REQUESTED:

Proposed Ordinance 16-16 - To hold a public hearing and vote on the adoption of Proposed Ordinance 16-16 which would modify Article 6, Section 2 by adding Accessory Retail as a Special Use in the R-S Zoning District. (Perry/Morris)

BACKGROUND:

Staff has determined that the Rural – Suburban (R-S) Zoning District would benefit from the addition of limited accessory retail use that would be incidental to the primary allowable use. The size would be limited to no more than 1,000 square feet of interior space and 2,000 square feet of outdoor space, and must be accessory to a permitted use onsite. The products sold shall be limited to those associated with homemade food and craft products and collectables. There shall be a minimum of 5 parking spaces which may remain unpaved. This use would need to be approved by the Planning & Zoning Commission as part of a Special Use process.

FINANCIAL CONSIDERATION (See Fiscal Impact below)

There are no costs associated with these amendments to the City.

LEGAL REVIEW:

The City Attorney has reviewed Proposed Ordinance 16-16.

BOARD AND COMMITTEE ACTION:

The Planning & Zoning Commission on May 24, 2016, and the Legal Committee on May 26, 2016, both recommended approval of Proposed Ordinance 16-16. The City Council approved advertising for a public hearing at their Regular City Council meeting on June 9, 2016.

STAFF RECOMMENDATION:

To hold a public hearing and vote on the adoption of Proposed Ordinance 16-16.

Attachments

Proposed Ordinance 16-16

ORDINANCE 16-16

AN ORDINANCE OF THE CITY OF ROSWELL AMENDING SECTION 2 OF ARTICLE 6 OF THE CITY OF ROSWELL ZONING ORDINANCE BY ALLOWING LIMITED ACCESSORY RETAIL AS A SPECIAL USE IN R-S DISTRICTS, PROVIDING FOR REPEAL OF ALL ORDINANCES IN CONFLICT, PROVIDING FOR SEVERABILITY AND EFFECTIVE DATE

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL AS THE GOVERNING BODY OF THE CITY OF ROSWELL, NEW MEXICO, that:

Section 1. Article 6 of the City of Roswell Zoning Ordinance is hereby amended to read as follows:

ARTICLE 6: R-S RURAL SUBURBAN DISTRICT

Section 1. Purpose

This district is intended for agricultural uses, very low density single-family residential development, one residential unit per 2.5 acres, and other uses which maintain the low density residential nature of the district.

Section 2. Use Regulations

A. Permitted Uses are as follows:

1. Agricultural uses
2. Animals, livestock
3. Home Occupations
4. Publicly owned police/fire stations/parks or playgrounds and related buildings
5. Temporary real estate sales office for use during subdivision development
6. Single-family detached dwellings

B. Special Uses are as follows:

1. Agri-businesses and plant nurseries
2. Airports, heliports, and aircraft landing fields
3. Cemeteries, including mausoleums
4. Churches, convents, monasteries, parish houses, rectories, seminaries, and other places of worship and those uses usually associated with them like child care services
5. Golf courses and related buildings
6. Landfills

7. Extraction, loading, hauling, screening, crushing, washing, and storage of sand, gravel, topsoil, or other aggregate or minerals, including supporting equipment and buildings
8. Oil and gas wells and pumping stations
9. Penal, correctional, and other institutions necessitating restraint of occupants
10. Public utility/service/television/radio companies
11. Riding academies, stables, and similar uses
12. Schools; public or private, elementary, secondary, and colleges
13. Renewable energy facilities
14. Animal control shelter/facility/centers
15. Veterinary hospitals
16. Accessory retail, which shall be limited to no more than one thousand (1,000) square feet of interior space and two thousand (2000) square feet of outdoor space, and must be accessory to a permitted use onsite. The products sold shall be limited to those associated with homemade food and craft products and collectibles. There shall be a minimum of 5 parking spaces which may remain unpaved.

Section 2. All ordinances or parts of ordinances in conflict or inconsistent herewith are hereby repealed to the extent of such inconsistency. This repealer shall not be construed to revive any ordinance or part of any ordinance heretofore repealed.

Section 3. If any section, paragraph, clause or provisions of this ordinance for any reason shall be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any other part of this ordinance.

Section 4. This ordinance shall be effective after five (5) days following its publication as required by law.

PASSED, ADOPTED, SIGNED and APPROVED the 14th day of July, 2016.

CITY SEAL

Dennis Kintigh, Mayor

ATTEST:

Sharon Coll, City Clerk

**ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT**

Regular City Council Meeting

Item No. 8.

Meeting Date: 07/14/2016

COMMITTEE: N/A

CONTACT: Louis Najar

CHAIR: N/A

ACTION REQUESTED:

Proposed Ordinance 16-17 - To hold a public hearing and vote on Proposed Ordinance 16-17 which would adopt the City of Roswell Master Plan, Wayfinding Plan and the MRA (Metropolitan Redevelopment Area) Plan. (Best/Morris)

[To view the Comprehensive Master Plan 2016 CLICK HERE](#)

[To view the Roswell Wayfinding Plan 2016 CLICK HERE](#)

[To view the Railroad District Metropolitan Redevelopment Area 2016 CLICK HERE](#)

BACKGROUND:

This ordinance incorporates three (3) separate but related plans. The Master Plan provides guidance for the entire City. The Wayfinding Plan provides policies and direction concerning creating better signage and wayfinding throughout the downtown area, and the MRA Plan is a redevelopment plan for the Railroad district which is located between Virginia Avenue and Railroad Street, from 2nd Avenue to 8th Avenue.

With respect to showing possible expansions of the Railroad MRA in the future, a new section Appendix D is being added to the MRA Plan that shows these future options. (Appendix D is attached)

FINANCIAL CONSIDERATION (See Fiscal Impact below)

There are no additional costs associated with this document at this time.

LEGAL REVIEW:

The City Attorney has reviewed Proposed Ordinance 16-17.

BOARD AND COMMITTEE ACTION:

These items have been reviewed by the Infrastructure, Wayfinding, and MRA Plan Steering Committees which have finalized their reviews and provided comments which have been incorporated into these Plans.

STAFF RECOMMENDATION:

To hold a public hearing and vote on the adoption of Ordinance 16-17 which would adopt the City of Roswell Master Plan, Wayfinding Plan, and the MRA Plan.

Attachments

Proposed Ordinance 16-17 Master Plan

Potential MRA Expansion Appendix D

Ordinance 16-17

AN ORDINANCE OF THE CITY OF ROSWELL ADOPTING THE COMPREHENSIVE MASTER PLAN, THE WAYFINDING PLAN, AND THE RAILROAD DISTRICT METROPOLITAN REDEVELOPMENT AREA PLAN, PROVIDING FOR REPEAL OF ALL ORDINANCES IN CONFLICT, PROVIDING FOR SEVERABILITY AND EFFECTIVE DATE

WHEREAS, the City of Roswell has determined that it is in its best interest to engage in long-range planning activities for the City; and,

WHEREAS, the City of Roswell has prepared three documents which will assist the City in future land development activities; and,

WHEREAS, these documents include the Comprehensive Master Plan which will provide assistance with planning decisions City-wide; and,

WHEREAS, the City of Roswell also developed the Wayfinding Plan to assist locals and visitors to more easily traverse throughout the City; and,

WHEREAS, the City of Roswell is striving to create a more sustainable and harmonious community for its citizens.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL AS THE GOVERNING BODY OF THE CITY OF ROSWELL, NEW MEXICO, that:

Section 1: The City of Roswell adopts the following plans:

- A. The 2016 Comprehensive Master Plan; and
- B. The 2016 Wayfinding Plan; and,
- C. The 2016 Railroad District Metropolitan Redevelopment Area Plan.

Section 2. All ordinances or parts of ordinances in conflict or inconsistent herewith are hereby repealed to the extent of such inconsistency. This repealer shall not be construed to revive any ordinance or part of any ordinance heretofore repealed.

Section 3. If any section, paragraph, clause or provisions of this ordinance for any reason shall be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any other part of this ordinance.

Section 4. This ordinance shall be effective after five (5) days following its publication as required by law. Underscoring indicates addition to existing Code section.

PASSED, ADOPTED, SIGNED and APPROVED the 14th day of July, 2016.

CITY SEAL

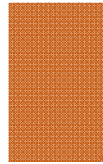
Dennis Kintigh, Mayor

ATTEST:

Sharon Coll, City Clerk

POTENTIAL MRA EXPANSION

Appendix D



POTENTIAL MRA EXPANSION AREAS

As the core area of the MRA becomes more self-sustaining as a result of redevelopment activities by both public and private entities, the City of Roswell may determine that the original MRA boundaries need to be expanded. The two logical areas include properties to the north, and to the south. These areas are described in more detail below.

North:

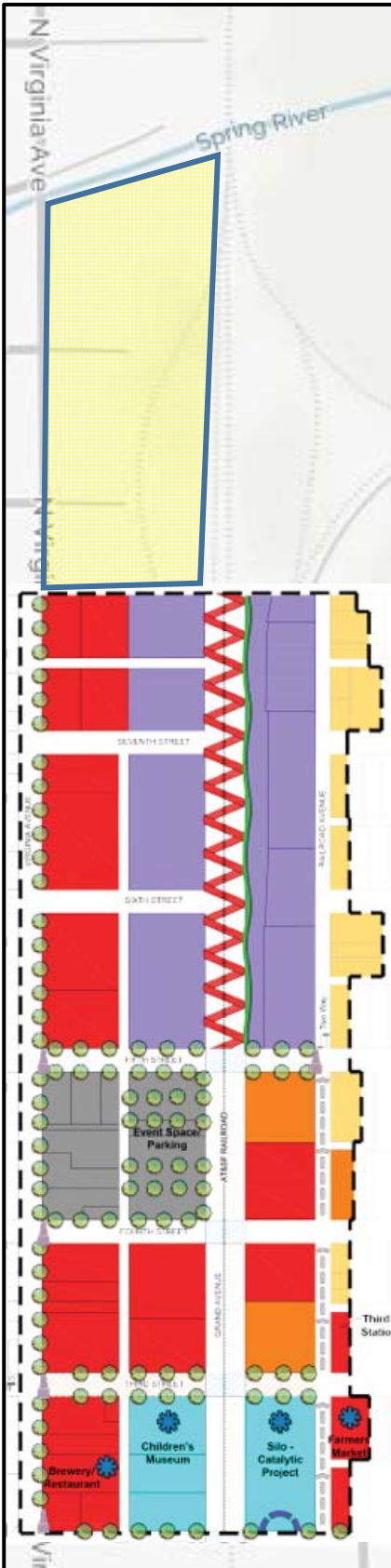
This area includes those properties between 8th Street to Spring River, and from Virginia Avenue to the railroad corridor. The area comprises almost six city blocks, four of which have industrially oriented existing businesses, and some vacant property just south of Spring River. While specific land use determinations for the properties in this area would be made at a future date, the general pattern within the core MRA would probably be continued northward.

South:

The south expansion area would start by incorporating the northwest and southwest corners of the intersection of Virginia Avenue and 2nd Street, then continues south along Virginia Avenue, then turning east on Walnut Street to Grand Avenue, then turning south and then east along Alameda Street, and then north to 2nd Street. This area comprises approximately six city blocks, and includes a variety of older industrial uses, vacant properties, the City's Water Department, and a future restaurant site. As with the northern expansion area, specific land use determinations for these properties would be made at a future date.

The following diagrams show these expansion areas.

Potential MRA Expansion North of MRA Core



South of MRA Core



**ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT**

Regular City Council Meeting

Item No. 9.

Meeting Date: 07/14/2016

COMMITTEE: Infrastructure

CONTACT: Louis Najar

CHAIR: Jeanine Corn-Best

ACTION REQUESTED:

Kerr Station Valve Replacement Valves - Consider project Award Recommendation for ITB-16-047, Kerr Station Valve Replacements to White Cloud Pipeline in the amount of \$182,212.50.

BACKGROUND:

Project was advertised on May 1, 2016 and bids were opened on June 7, 2016. Five bids were received. Qualified low bidder is White Cloud Pipeline of Roswell, NM.

These are the valves that control the inflow of domestic water from the Kerr Wells at City of Roswell Central Control on W. Hobson Road. Though very well maintained by Central Control Department, they are in need of replacement.

FINANCIAL CONSIDERATION (See Fiscal Impact below)

This is budgeted out of the FY 2016 Central Control budget.

LEGAL REVIEW:

Not applicable.

BOARD AND COMMITTEE ACTION:

The award of this project was recommended by Infrastructure Committee on June 20, 2016.

STAFF RECOMMENDATION:

Consider the award of ITB-16-047, Kerr Station Valve Replacements per Engineering Department review, to White Cloud Pipeline in the amount of \$182,212.50, which includes gross receipt tax.

Attachments

Kerr Valve Bid tabs

Kerr Valve Purchasing Award

CITY OF ROSWELL
NEW MEXICO
ITB-16-047
Bid Tabulations - Bid Opening of 6-7-16
Kerr Station Valve Replacements

L.. Najjar
6/10/2016

Page 1 of 2

				Recommended Low Bidder				Alpha Sothwest, Inc.			
				White Cloud Pipeline							
ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY	Engineer's Estimate		White Cloud Pipeline		Alpha Sothwest, Inc.			
				UNIT COST	COST	UNIT COST	COST	UNIT COST	COST	UNIT COST	COST
	ITEMS										
601000	Removal of Structures and Obstructions	Lump Sum	1.00	\$20,000.00	\$20,000.00	\$1,300.00	\$1,300.00	\$52,733.20	\$52,733.20		
621000	Mobilization	Lump Sum	1.00	\$14,358.62	\$14,358.62	\$2,000.00	\$2,000.00	\$7,480.00	\$7,480.00		
663714	14" Motorized Butterfly Valve with Actuator	Each	2.00	\$8,430.00	\$16,860.00	\$10,000.00	\$20,000.00	\$8,421.94	\$16,843.88		
663814	14" Wedge Gate Valve with Hand Wheel	Each	1.00	\$17,738.40	\$17,738.40	\$15,000.00	\$15,000.00	\$6,886.98	\$6,886.98		
663716	16" Motorized Butterfly Valve with Actuator	Each	1.00	\$10,054.00	\$10,054.00	\$10,000.00	\$10,000.00	\$8,590.26	\$8,590.26		
663718	18" Motorized Butterfly Valve with Actuator	Each	4.00	\$11,915.00	\$47,660.00	\$10,600.00	\$42,400.00	\$9,236.42	\$36,945.68		
663818	18" Hand Wheel Butterfly Valve	Each	1.00	\$3,654.00	\$3,654.00	\$7,500.00	\$7,500.00	\$3,366.84	\$3,366.84		
663720	20" Motorized Butterfly Valve with Actuator	Each	1.00	\$14,806.00	\$14,806.00	11,300.00	11,300.00	\$10,002.32	\$10,002.32		
663724	24" Motorized Butterfly Valve with Actuator	Each	2.00	\$20,963.00	\$41,926.00	12,000.00	24,000.00	\$10,716.13	\$21,432.26		
663748	48" Motorized Butterfly Valve	Each	1.00	\$66,612.00	\$66,612.00	36,000.00	36,000.00	\$29,771.37	\$29,771.37		
				Sub-Total		\$253,669.02		\$169,500.00		\$194,052.79	
				NM Veterans Preference (8%)				-\$13,560.00			
				NM Resident Preference (5%)						-\$9,702.64	
				G.R. Tax 7.500%		\$19,025.18		\$12,712.50		\$14,553.96	
				TOTAL COST		\$272,694.20		\$182,212.50		\$208,606.75	

ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY	Smithco Construction, Inc.		Adame Construction Inc.		J & H Services, Inc.	
				UNIT COST	COST	UNIT COST	COST	UNIT COST	COST
601000	Removal of Structures and Obstructions	Lump Sum	1	10000	\$10,000.00	\$5,000.00	\$5,000.00	\$7,200.00	\$7,200.00
621000	Mobilization	Lump Sum	1	25000	\$25,000.00	\$5,109.00	\$5,109.00	\$5,000.00	\$5,000.00
663714	14" Motorized Butterfly Valve with Actuators	Each	2	10000	\$20,000.00	\$10,199.00	\$20,398.00	\$14,300.00	\$28,600.00
663814	14" Wedge Gate Valve with Hand Wheel	Each	1	9000	\$9,000.00	\$12,015.00	\$12,015.00	\$10,400.00	\$10,400.00
663716	16" Motorized Butterfly Valve with Actuators	Each	1	10500	\$10,500.00	\$12,891.00	\$12,891.00	\$14,575.00	\$14,575.00
663718	18" Motorized Butterfly Valve with Actuators	Each	4	11000	\$44,000.00	\$12,070.00	\$48,280.00	\$17,650.00	\$70,600.00
663818	18" Hand Wheel Butterfly Valve	Each	1	6000	\$6,000.00	\$8,198.00	\$8,198.00	\$9,150.00	\$9,150.00
663720	20" Motorized Butterfly Valve with Actuators	Each	1	12500	\$12,500.00	\$15,768.00	\$15,768.00	\$17,775.00	\$17,775.00
663724	24" Motorized Butterfly Valve with Actuators	Each	2	13500	\$27,000.00	\$18,221.00	\$36,442.00	\$23,850.00	\$47,700.00
663748	48" Motorized Butterfly Valve	Each	1	39000	\$39,000.00	\$51,818.00	\$51,818.00	\$56,340.00	\$56,340.00

Subtotal

\$203,000.00

\$215,919.00

\$267,340.00

NM Veterans Preference (8%)

NM Resident Preference (5%)

-\$13,367.00

G.R. Tax 7.500%

\$16,193.93

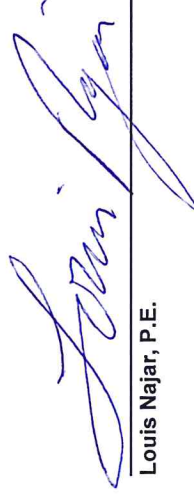
\$20,050.50

TOTAL COST

\$232,112.93

\$287,390.50

I Certify that all information and Tabulations are correct.



Louis Najjar, P.E.

Date:

6-10-16



CITY OF ROSWELL

P.O. BOX 1838 + ROSWELL, NM USA 88202-1838 + TEL: 575.624.6700 + FAX: 575.624.6709 + www.roswell-nm.gov

To: Lupita Everett
Purchasing Agent

June 10, 2016

Re: Recommendation of Award
Kerr Station Valve Replacements
Bid No. ITB-16-047

Bids received on June 7, 2016 for subject project have been reviewed. Bid tabulation sheets are attached. Five bids were received as follows: (Amounts include Gross Receipt Tax)

White Cloud Pipeline of Roswell, NM - \$182,212.50
Alpha Southwest Inc. of Albuquerque, NM - \$208,606.75
SmithCo Construction of Caballo, NM - \$218,225.00
Adame Construction Inc. of Los Luna, NM - \$232,112.93
J&H Services Inc. of Albuquerque, NM - \$287,390.50

Upon completion of review, the low bidder White Cloud Pipeline is the qualified low bid. I hereby recommend award of this project to White Cloud Pipeline in the amount of \$182,212.50.

If you have questions or comments, please contact me.

Sincerely,

Louis Najar, P.E.
Director of Planning & Engineering

xc: Project Files

**ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT**

Regular City Council Meeting

Item No. 10.

Meeting Date: 07/14/2016

COMMITTEE: Infrastructure

CONTACT: Louis Najjar

CHAIR: Jeanine Corn-Best

ACTION REQUESTED:

Roswell Convention Center RFP 16-008 - Consider project Award Recommendations for contract of Design Services for Roswell Convention Center.

BACKGROUND:

A market and feasibility study was performed by Market & Feasibility Advisors, LLC (MFA) in conjunction with Dekker/ Perich / Sabatini. This study was presented at the February 11, 2016 City Council Meeting. Upon the conclusion of the presentation council agreed to proceed with the Design Services RFP.

The RFP opened on April 10, 2016 and closed on May 24, 2016. The city received five proposals. Staff members from engineering, planning and zoning, convention center and public affairs reviewed the proposals and ranked them based on the below criteria:

- Specialized design and technical competence – 25 pts
- Capacity and capability – 15 pts
- Past record of performance – 15 pts
- Proximity to or familiarity of the area – 10 pts
- Amount of design work that will be produced by a New Mexico business – 5 pts
- Volume of work previously done in the city – 5 pts
- Evidence of understanding of scope of work – 25 pts.

Two design firms were shortlisted and interviewed on June 10, 2016.

FINANCIAL CONSIDERATION (See Fiscal Impact below)

The project design services will not exceed \$400,000 including reimbursables and GRT.

The design services will be funded through City Ordinance Chapter 7 Article XII Section 7-164 "Convention Center Fee".

LEGAL REVIEW:

Not applicable.

BOARD AND COMMITTEE ACTION:

The Infrastructure Committee recommend approval to Award Contract of Design Services of the Roswell Convention Center to Dekker/ Parich / Sabatini at at their meeting on June 20, 2016.

STAFF RECOMMENDATION:

Consider approval of award for the Contract of Design Services of the Roswell Convention Center to Dekker/ Parich / Sabatini.

Attachments

ATT BIDS Award Letter

ATT BIDS Score Sheet



CITY OF ROSWELL

P.O. BOX 1838 ♦ ROSWELL, NM USA 88202-1838 ♦ TEL: 575.624.6700 ♦ FAX: 575.624.6709 ♦ www.roswell-nm.gov

To: Lupita Everett
Purchasing Director

June 10, 2016

Re: RFP 16-008
Design Services for City of Roswell Convention Center

Delivered Via Email

RFP's received on May 24, 2016 for subject project have been reviewed along with interviews held on June 10, 2016. Please, find attached the FINAL sheets. Two (2) short list professionals were a part of the interview process and were as follows:

1. Dekker / Perich / Sabatini
2. PA Architects

I hereby recommend award of design services to Dekker / Perich / Sabatini.

As a point of reference, the design fee is regulated by the State of New Mexico Architectural Rate Schedule (1.5.18.9 NMAC) for a Type "C" structure. This would make the fee \$302,510 (plus reimbursables and gross receipts tax).

Sincerely,

Kevin Dillon
Project Manager
City of Roswell

xc: Project Files

Steve Polasek

Louis Najar

RFP EVALUATION SCORESHEET

City of Roswell		PROJECT #		RFP # 16-008	DATE: 5/24/2016
PROJECT	Convention Center	PROJECT #			
Weighting:	Technical - 100	Price - 0	Interview - 50	Total (w/o Int) - 100	
Design Professional	Select	67%	0%	33%	Total (w/ Int) - 150

Offerors: 5

	D/P/S	Greer	SMPC	Durham/Mack	PA Arch.	Firm F	Firm G	Firm H
Resident Preference Type (Hover to View Key)								
Percentage of Joint Venture Performed by Resident	0%	0%	0%	0%	0%	0%	0%	0%
Percentage of Joint Venture Performed by Resident Veteran <\$1M	0%	0%	0%	0%	0%	0%	0%	0%
Percentage of Joint Venture Performed by Resident Veteran <\$5M	0%	0%	0%	0%	0%	0%	0%	0%
Percentage of Joint Venture Performed by Resident Veteran >\$5M	0%	0%	0%	0%	0%	0%	0%	0%
Percentage of Joint Venture Performed by Non-Resident	0%	0%	0%	0%	0%	0%	0%	0%
Preference Factor For Technical + Price	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Preference Factor For Interview	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50

Rater #1

Technical Proposal	97.00	90.00	90.00	91.00	96.00	0.00	0.00	0.00
Price (if applicable)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal:	97.00	90.00	90.00	91.00	96.00	0.00	0.00	0.00
Preference Adjustment	102.00	95.00	95.00	96.00	101.00	5.00	5.00	5.00
Rank #1	1.00	4.50	4.50	3.00	2.00			

Rater #2

Technical Proposal	94.00	81.00	82.00	76.00	84.00	0.00	0.00	0.00
Price (if applicable)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal:	94.00	81.00	82.00	76.00	84.00	0.00	0.00	0.00
Preference Adjustment	99.00	86.00	87.00	81.00	89.00	5.00	5.00	5.00
Rank #2	1.00	4.00	3.00	5.00	2.00			

Rater #3

Technical Proposal	92.00	81.00	80.00	75.00	90.00	0.00	0.00	0.00
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RFP EVALUATION SCORESHEET

PROJECT City of Roswell		PROJECT # _____		RFP # 16-008	DATE: 5/24/2016
Convention Center					
Weighting:	Technical - 100	Price - 0	Interview - 50	Total (w/o Int) - 100	
Design Professional <input type="button" value="▼"/>	Select	67%	0%	33%	Total (w/ Int) - 150

Offerors: 5

	D/P/S	Greer	SMPC	Durham/Mack	PA Arch.	Firm F	Firm G	Firm H
Price (if applicable)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal:	92.00	81.00	80.00	75.00	90.00	0.00	0.00	0.00
Preference Adjustment	97.00	86.00	85.00	80.00	95.00	5.00	5.00	5.00
Rank #3	1.00	3.00	4.00	5.00	2.00			

Rater #4 ☒

Technical Proposal	89.00	75.00	65.00	80.00	74.00	0.00	0.00	0.00
Price (if applicable)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal:	89.00	75.00	65.00	80.00	74.00	0.00	0.00	0.00
Preference Adjustment	94.00	80.00	70.00	85.00	79.00	5.00	5.00	5.00
Rank #4	1.00	3.00	5.00	2.00	4.00			

RFP EVALUATION SCORESHEET

City of Roswell		PROJECT #		RFP # 16-008	DATE: 5/24/2016
PROJECT	Convention Center				
Weighting:	Technical - 100	Price - 0	Interview - 50	Total (w/o Int) - 100	
Design Professional	Select	67%	0%	33%	Total (w/ Int) - 150

Offerors: 5

	D/P/S	Greer	SMPC	Durham/Mack	PA Arch.	Firm F	Firm G	Firm H
Rater #5 <input checked="" type="checkbox"/>								
Technical Proposal	90.00	67.00	66.00	67.00	78.00	0.00	0.00	0.00
Price (if applicable)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal:	90.00	67.00	66.00	67.00	78.00	0.00	0.00	0.00
Preference Adjustment	95.00	72.00	71.00	72.00	83.00	5.00	5.00	5.00
Rank #5	1.00	3.50	5.00	3.50	2.00			
Rater #6 <input type="checkbox"/>								
Technical Proposal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Price (if applicable)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Preference Adjustment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rank #6								
Rater #7 <input type="checkbox"/>								
Technical Proposal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Price (if applicable)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Preference Adjustment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rank #7								
# Raters: 5								
Overall Rank:	1.00	3.00	5.00	4.00	2.00			
(this ranking is used to determine the slate of firms to be interviewed.)								

SELECTED FOR INTERVIEW (Yes if Checked)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES
Chance of being selected:	Excellent	Fair	Poor	Fair	Good	Poor	Poor	Poor
NOT USED FOR FINAL SELECTION - For Comparison Purposes Only								
Total Score	487.00	419.00	408.00	414.00	447.00	25.00	25.00	25.00
Rank based on Score	1.00	3.00	5.00	4.00	2.00	6.00	6.00	6.00
Avg Score	97.40	83.80	81.60	82.80	89.40	5.00	5.00	5.00
Rank based on Avg Score	1.00	3.00	5.00	4.00	2.00	6.00	6.00	6.00

RFP EVALUATION SCORESHEET

PROJECT City of Roswell		PROJECT # _____		RFP # 16-008	DATE: 5/24/2016
Convention Center					
Weighting:	Technical - 100	Price - 0	Interview - 50	Total (w/o Int) - 100	
Design Professional	Select	67%	0%	33%	Total (w/ Int) - 150

Offerors: 5

D/P/S

Greer

SMPC

Durham/Mack

PA Arch.

Firm F

Firm G

Firm H

INTERVIEWS:

Rater #1 ☒

Score

Preference Adjustment

Rank

D/P/S

N/A

N/A

N/A

PA Arch.

N/A

N/A

N/A

50.00

0.00

0.00

0.00

49.00

0.00

0.00

0.00

52.50

0.00

0.00

0.00

51.50

0.00

0.00

0.00

1.00

2.00

Rater #2 ☒

Score

Preference Adjustment

Rank

50.00

0.00

0.00

0.00

48.00

0.00

0.00

0.00

52.50

0.00

0.00

0.00

50.50

0.00

0.00

0.00

1.00

2.00

Rater #3 ☒

Score

Preference Adjustment

Rank

48.00

0.00

0.00

0.00

47.00

0.00

0.00

0.00

50.50

0.00

0.00

0.00

49.50

0.00

0.00

0.00

1.00

2.00

Rater #4 ☒

Score

Preference Adjustment

Rank

50.00

0.00

0.00

0.00

49.00

0.00

0.00

0.00

52.50

0.00

0.00

0.00

51.50

0.00

0.00

0.00

1.00

2.00

Rater #5 ☒

Score

Preference Adjustment

Rank

49.00

0.00

0.00

0.00

48.00

0.00

0.00

0.00

51.50

0.00

0.00

0.00

50.50

0.00

0.00

0.00

1.00

2.00

Rater #6 ☐

Score

Preference Adjustment

Rank

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

Rater #7 ☐

RFP EVALUATION SCORESHEET

PROJECT	City of Roswell Convention Center		PROJECT #		RFP #	16-008		DATE:	5/24/2016
Weighting:	Technical - 100	Price - 0	Interview - 50	Total (w/o Int) - 100					
Design Professional	Select	67%	0%	33%	Total (w/ Int) - 150				

Offerors: 5

	D/P/S	Greer	SMPC	Durham/Mack	PA Arch.	Firm F	Firm G	Firm H
Score	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Preference Adjustment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rank								

Raters: 5

Summary of Interviews:

Rater #1	1.00				2.00			
Rater #2	1.00				2.00			
Rater #3	1.00				2.00			
Rater #4	1.00				2.00			
Rater #5	1.00				2.00			
Rater #6	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rater #7	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total:

5.00				10.00			
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Overall Interview Rank:

1.00				2.00			
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NOT USED FOR FINAL SELECTION - For Interview Comparison Purposes Only

Total Score	259.50	0.00	0.00	0.00	253.50	0.00	0.00	0.00
Rank based on Score	1.00	3.00	3.00	3.00	2.00	3.00	3.00	3.00
Avg Score	51.90	0.00	0.00	0.00	50.70	0.00	0.00	0.00
Rank based on Avg Score	1.00	3.00	3.00	3.00	2.00	3.00	3.00	3.00

NOT USED FOR FINAL SELECTION - For Final Award Comparison Purposes Only

Total Score	746.50	419.00	408.00	414.00	700.50	25.00	25.00	25.00
Rank based on Score	1.00	3.00	5.00	4.00	2.00	6.00	6.00	6.00
Avg Score	149.30	83.80	81.60	82.80	140.10	5.00	5.00	5.00
Rank based on Avg Score	1.00	3.00	5.00	4.00	2.00	6.00	6.00	6.00

Final Selection Based on Combined Scores from Technical Proposal, Price and Interview

RFP EVALUATION SCORESHEET

PROJECT City of Roswell		PROJECT # _____		RFP # 16-008		DATE: 5/24/2016	
Convention Center							
Weighting:		Technical - 100	Price - 0	Interview - 50	Total (w/o Int) - 100		
Design Professional	Select	67%	0%	33%	Total (w/ Int) - 150		

Offerors: 5

	D/P/S	Greer	SMPC	Durham/Mack	PA Arch.	Firm F	Firm G	Firm H
	D/P/S	N/A	N/A	N/A	PA Arch.	N/A	N/A	N/A
Rater #1								
Score	154.50				152.50			
Rank	1.00				2.00			
Rater #2								
Score	151.50				139.50			
Rank	1.00				2.00			
Rater #3								
Score	147.50				144.50			
Rank	1.00				2.00			
Rater #4								
Score	146.50				130.50			
Rank	1.00				2.00			
Rater #5								
Score	146.50				133.50			
Rank	1.00				2.00			
Rater #6								
Score	0.00				0.00			
Rank	0.00				0.00			
Rater #7								
Score	0.00				0.00			
Rank	0.00				0.00			

RFP EVALUATION SCORESHEET

PROJECT	City of Roswell		PROJECT #		RFP #	16-008	DATE:	5/24/2016
	Convention Center							
Weighting:	Technical - 100	Price - 0	Interview - 50		Total (w/o Int) - 100			
Design Professional	Select	67%	0%	33%	Total (w/ Int) - 150			

# Offerors:	5	D/P/S	Greer	SMPC	Durham/Mack	PA Arch.	Firm F	Firm G	Firm H
Rater #1		1.00				2.00			
Rater #2		1.00				2.00			
Rater #3		1.00				2.00			
Rater #4		1.00				2.00			
Rater #5		1.00				2.00			
Rater #6		0.00				0.00			
Rater #7		0.00				0.00			
Total:		5.00				10.00			
Overall Final Rank:		1.00				2.00			

**ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT**

Regular City Council Meeting

Item No. 11.

Meeting Date: 07/14/2016

COMMITTEE: Infrastructure

CONTACT: Louis Najar

CHAIR: Jeanine Corn-Best

ACTION REQUESTED:

Award of Economic study on old Municipal Airport - Consider approval of project Award Recommendations for RFP-009, Old Municipal Airport Economic Development Study.

BACKGROUND:

The project was advertised on May 24, 2016 and three (3) proposals were opened on June 10, 2016. They included:

1. Willdan Financial Services
2. Sites South West
3. Place Dynamics, LLC

The proposals were reviewed and scored by staff from the Planning & Engineering Department and the qualified responder was determined for recommendation of award.

FINANCIAL CONSIDERATION (See Fiscal Impact below)

This study is being funded through a no-match grant in the amount of \$50,000 from the NM Mortgage Finance Authority (MFA).

LEGAL REVIEW:

Not applicable.

BOARD AND COMMITTEE ACTION:

The Infrastructure Committee recommended approval as part of the consent agenda at their meeting on June 20, 2016.

STAFF RECOMMENDATION:

Council consideration of award RFP-009 to Willdan Financial and Economic Consulting Services.

Attachments

Old Municipal Airport Study



Planning & Engineering Department
City of Roswell
425 N. Richardson Avenue
Roswell, NM 88202-1838
(575) 637-6223

June 10, 2016

Lupita Everett, Purchasing Director

Re: RFP 16-009 Delivered Via Email

Old Municipal Airport Needs Assessment

RFP's received on May 24, 2016 for the subject project have been reviewed and the results are as follows:

1. Willden Financial Services
2. Sites South West
3. Place Dynamics, LLC

I hereby recommend award of RFP-009 to Willden Financial Services.

If you have any questions or need additional information, please contact me at your convenience at (575) 637-6223 so that we can provide you with the information. Thank you for your assistance and patients.

Respectfully,

William Morris, AICP, CZO, Manager
Planning and Zoning Division

CC: Project File
Louis Najar
Steve Polasek

PROJECT	Economic Development Study - OMA	#REF!	PROJECT #	RFP # 16-009	DUE DATE: 6/10/2016
Weighting:		Technical - #REF!	Price - #REF!	Interview - #REF!	Total (w/o Int) - #REF!
Committee Member: Composite		#REF!	#REF!	(if conducted) #REF!	Total (w/ Int) - #REF!

Offerors: 3

EVALUATION CRITERIA					
		POINTS	Willdan	Sites Southwest	Place Dynamics
Ranking			1	2	3

PROJECT		Economic Development Study - OMA		#REF!		PROJECT #		RFP # 16-009		DUE DATE: 6/10/2016	
Weighting:		Technical - #REF!		Price - #REF!		Interview - #REF!		Total (w/o Int) - #REF!			
Committee Member: 1		#REF!		#REF!		#REF!		Total (w/ Int) - #REF!			

Offerors: 3

EVALUATION CRITERIA		POINTS	Willdan	Sites Southwest	Place Dynamics				
Tab 1	Specialized design and technical competence of the business, including a joint venture or association, regarding the type of services required.	25	25	12	19				
Tab 2	Capacity and capability of the business to perform the work, including any specialized services, within the time limitations.	15	15	10	11				
Tab 3	Past record of performance on contracts with government agencies and private industry with respect to such factors as control of costs, quality of work, and ability to meet schedules.	15	15	12	12				
Tab 4	Proximity to or familiarity with the area in which the project is located.	10	8	10	5				
Tab 5	The amount of design work that will be produced by a New Mexico business within the State.	5	0	5	0				
Tab 6	The volume of work previously done by the entity requesting proposals which is not 75% complete with respect to basic professional design services.	5	5	5	5				
Tab 7	Evidence of understanding of scope of work, the site, and existing conditions.	25	25	14	19				
TOTAL TECHNICAL		100	93	68	71				

PROJECT		Economic Development Study - OMA		#REF!		PROJECT #		RFP # 16-009		DUE DATE: 6/10/2016	
Weighting:				Technical - #REF!		Price - #REF!		Interview - #REF!		Total (w/o Int) - #REF!	
Committee Member: 2				#REF!		#REF!		(if conducted)		Total (w/ Int) - #REF!	

Offerors: 3

EVALUATION CRITERIA		POINTS	Willdan	Sites Southwest	Place Dynamics			
Tab 1	Specialized design and technical competence of the business, including a joint venture or association, regarding the type of services required.	25	25	20	23			
Tab 2	Capacity and capability of the business to perform the work, including any specialized services, within the time limitations.	15	15	12	13			
Tab 3	Past record of performance on contracts with government agencies and private industry with respect to such factors as control of costs, quality of work, and ability to meet schedules.	15	14	12	13			
Tab 4	Proximity to or familiarity with the area in which the project is located.	10	7	9	8			
Tab 5	The amount of design work that will be produced by a New Mexico business within the State.	5	3	5	4			
Tab 6	The volume of work previously done by the entity requesting proposals which is not 75% complete with respect to basic professional design services.	5	5	5	5			
Tab 7	Evidence of understanding of scope of work, the site, and existing conditions.	25	24	22	23			
TOTAL TECHNICAL		100						

93 85 89

PROJECT		Economic Development Study - OMA		#REF!		RFP # 16-009		DUE DATE: 6/10/2016	
Weighting:		Technical - #REF!		Price - #REF!		Interview - #REF!		Total (w/o Int) - #REF!	
3		#REF!		#REF!		(if conducted) #REF!		Total (w/ Int) - #REF!	

# Offerors: 3									
		EVALUATION CRITERIA							
Tab 1	Specialized design and technical competence of the business, including a joint venture or association, regarding the type of services required.	POINTS	Willdan	Sites Southwest	Place Dynamics				
Tab 2	Capacity and capability of the business to perform the work, including any specialized services, within the time limitations.	15	15	15	15				
Tab 3	Past record of performance on contracts with government agencies and private industry with respect to such factors as control of costs, quality of work, and ability to meet schedules.	15	15	15	15				
Tab 4	Proximity to or familiarity with the area in which the project is located.	10	8	10	7				
Tab 5	The amount of design work that will be produced by a New Mexico business within the State.	5	0	5	0				
Tab 6	The volume of work previously done by the entity requesting proposals which is not 75% complete with respect to basic professional design services.	5	5	5	5				
Tab 7	Evidence of understanding of scope of work, the site, and existing conditions.	25	25	25	24				
TOTAL TECHNICAL		100	93%	100%	87%				

# Offerors: 3								
EVALUATION CRITERIA		POINTS	Willdan	Sites Southwest	Place Dynamics			
Tab 1	Specialized design and technical competence of the business, including a joint venture or association, regarding the type of services required.	25	25	25	20			
Tab 2	Capacity and capability of the business to perform the work, including any specialized services, within the time limitations.	15	12	13	12			
Tab 3	Past record of performance on contracts with government agencies and private industry with respect to such factors as control of costs, quality of work, and ability to meet schedules.	15	15	15	12			
Tab 4	Proximity to or familiarity with the area in which the project is located.	10	3	10	5			
Tab 5	The amount of design work that will be produced by a New Mexico business within the State.	5	0	5	0			
Tab 6	The volume of work previously done by the entity requesting proposals which is not 75% complete with respect to basic professional design services.	5	0	5	0			
Tab 7	Evidence of understanding of scope of work, the site, and existing conditions.	25	18	25	20			
TOTAL TECHNICAL		100	73	98	69			

PROJECT Economic Development Study - OMA		#REF!		PROJECT #		RFP # 16-009		DUE DATE: 6/10/2016	
Weighting:		Technical - #REF!		Price - #REF!		Interview - #REF!		Total (w/o Int) - #REF!	
Committee Member: 5		#REF!		#REF!		#REF!		Total (w/ Int) - #REF!	

Offerors: 3

EVALUATION CRITERIA		POINTS	Willdan	Sites Southwest	Place Dynamics				
Tab 1	Specialized design and technical competence of the business, including a joint venture or association, regarding the type of services required.	25	25	18	22				
Tab 2	Capacity and capability of the business to perform the work, including any specialized services, within the time limitations.	15	15	18	12				
Tab 3	Past record of performance on contracts with government agencies and private industry with respect to such factors as control of costs, quality of work, and ability to meet schedules.	15	15	15	15				
Tab 4	Proximity to or familiarity with the area in which the project is located.	10	0	10	5				
Tab 5	The amount of design work that will be produced by a New Mexico business within the State.	5	0	5	0				
Tab 6	The volume of work previously done by the entity requesting proposals which is not 75% complete with respect to basic professional design services.	5	5	5	5				
Tab 7	Evidence of understanding of scope of work, the site, and existing conditions.	25	22	20	10				
TOTAL TECHNICAL		100	82	81	69				

**ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT**

Regular City Council Meeting

Item No. 12.

Meeting Date: 07/14/2016

COMMITTEE: Public Safety

CONTACT: Mike Mathews

CHAIR: Art Sandoval

ACTION REQUESTED:

ITB-15-003 - Consider approval to extend contract with Custom Construction ITB-15-003 for one additional year.

BACKGROUND:

ITB-15-003 went out to bid in June 2014 for building demolition services. Bids opened on July 1, 2014 and City Council approved bid on July 10, 2014. This contract was for (2) two years with the option to extend for (2) two (1) one year extensions. This would be the first (1) one year extension.

FINANCIAL CONSIDERATION (See Fiscal Impact below)

In each year's budget money is allocated for demolition of those properties that have gone through resolution and approved by City Council. The 2017 preliminary budget has \$304,000 budgeted for removal of such properties.

LEGAL REVIEW:

The City Attorney has reviewed the requested actions.

BOARD AND COMMITTEE ACTION:

The Public Safety Committee recommended approval at their meeting on June 27, 2016.

STAFF RECOMMENDATION:

Council consideration to extend this contract.

**ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT**

Regular City Council Meeting

Item No. 13.

Meeting Date: 07/14/2016

COMMITTEE: Legal

CONTACT: William Zarr

CHAIR: Jason Perry

ACTION REQUESTED:

Consider approval to authorize New Mexico National Guard, to amend their current lease agreement to allow the return of Building No. 608 to the City of Roswell.

BACKGROUND:

New Mexico National Guard has leased Building No. 608 (25,102 square feet ±) for the purpose of housing the cadets of the Youth Challenge program while renovations were being completed in Building No. 607. Renovations are now complete. New Mexico National Guard has no need of Building No. 608 and requests it be removed from the lease as of June 30, 2016. There will be no change in rent (\$1.00 per Year).

FINANCIAL CONSIDERATION (See Fiscal Impact below)

Not applicable.

LEGAL REVIEW:

The City Attorney has reviewed the requested actions.

BOARD AND COMMITTEE ACTION:

.The Legal Committee recommended the City Council authorize approval at their July 14, 2016 meeting.

STAFF RECOMMENDATION:

Airport Staff recommends the approval of lease agreements, and lease amendments as proposed.

Attachments

RIAC Lease NM National Guard

THIRD ADDENDUM
TO LEASE AGREEMENT

THE CITY OF ROSWELL, NEW MEXICO, a municipal corporation, hereinafter "Landlord" and NEW MEXICO NATIONAL GUARD hereinafter "Tenant" hereby agree to the following amendment to that certain Lease Agreement dated May 17, 2011.

Effective July 1, 2016 building No. 608 consisting of 25,102 square feet, plus or minus, is returned to Landlord.

Except as amended herein, the original Lease shall continue without change, and in full force and effect as originally executed.

IN WITNESS WHEREOF, this THIRD Addendum to Lease Agreement is done and executed in Roswell, New Mexico this _____ day of July, 2016.

CITY SEAL

LANDLORD:
CITY OF ROSWELL, NEW MEXICO

Dennis J. Kintigh, Mayor

Sharon Coll
City Clerk

TENANT:
NEW MEXICO NATIONAL GUARD

Andrew E. Salas, Brig. Gen
Adjutant General

**ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT**

Regular City Council Meeting

Item No. 14.

Meeting Date: 07/14/2016

COMMITTEE: N/A

CONTACT: Mike Mathews

CHAIR: N/A

ACTION REQUESTED:

Resolution 16-42 - Weeds - The Resolution shall mandate the cleanup of approximately sixty eight (68) separate properties within the City.

BACKGROUND:

At present, no more efficient means is available to enforce the requirements that property within the City limits be kept clean and orderly. Citation of property owners requires they be present in Roswell. Even the citations do not provide for the actual clean up and cannot give the City the right to file a lien for the cleanup expense. This procedure is cumbersome, but should result in resolution of some more severe situations.

FINANCIAL CONSIDERATION (See Fiscal Impact below)

Adoption of the resolution will probably cause a number of people to voluntarily clean up their property. Most of the balance will be cleaned up by the City and liens will be filed and later foreclosed. A few people may appeal the resolution to Council and a hearing will have to be provided to hear their appeals. Overall, the resolution should affect rapid cleanup of this season's weeds and other debris, followed by an extended collection period.

LEGAL REVIEW:

The City Attorney has reviewed the current ordinance.

BOARD AND COMMITTEE ACTION:

Not applicable.

STAFF RECOMMENDATION:

Code Enforcement recommends approval of Resolution No. 16-42.

Attachments

Resolution 16-42

Resolution 16-42 List

ROSWELL NEW MEXICO
Code Enforcement
Roswell, NM 88201
Thursday, July 14, 2016 at 6:00 p.m.

ACTION REQUESTED:	The Resolution shall mandate the cleanup of approximately sixty eight (68) separate properties within the City.
BACKGROUND:	At present, no more efficient means is available to enforce the requirements that property within the City limits be kept clean and orderly. Citation of property owners requires they be present in Roswell. Even the citations do not provide for the actual clean up and cannot give the City the right to file a lien for the cleanup expense. This procedure is cumbersome, but should result in resolution of some more severe situations.
FINANCIAL CONSIDERATION:	Adoption of the resolution will probably cause a number of people to voluntarily clean up their property. Most of the balance will be cleaned up by the City and liens will be filed and later foreclosed. A few people may appeal the resolution to Council and a hearing will have to be provided to hear their appeals. Overall, the resolution should affect rapid cleanup of this season's weeds and other debris, followed by an extended collection period.
LEGAL REVIEW:	The City Attorney has reviewed the current ordinance
BOARD AND COMMITTEE ACTION:	Not Applicable
STAFF RECOMMENDATION:	Code Enforcement recommends approval of Resolution No. 16-42.

1201 E. WALNUT ST. DOC COVINGTON Block 2 Lot 11 ODELL ROY, INC. 4656 AUGUSTA HWY. GILBERT, SC 29054	407 E. 5TH ST. BELLE PLAIN Lot 71 W 50' E 114' CHAVEZ, EVA 407 E. 5TH ST. ROSWELL, NM 88201
408 SHARTELLE AVE. LEA Lot 16 N 50' OF E2 MEJIA, MARCO #4 MELTON DEXTER, NM 88230	APPROX. 1605 S. MAIN ST. LA RAZA SUMMARY REPLAT Block 0 Lot 1B KIPP, REGINA C/O KIPP FAMILY TRUST 610 CROMPTON RD. REDWOOD CITY, CA 94061
706 E. WALNUT ST. ACEQUIA Block 3 Lot 45 AND Lot 46 BRISENO, VICTOR L. 708 E. WALNUT ST. ROSWELL, NM 88203	1800 S. MONROE AVE. SOUTH PARK Block 9 Lot 1 & 25' LYING N. of Lot 1 BARRAZA, VANELLY LOZOYA 770 PORTILLO ST. UPLAND, CA 91786
207 HAMMOND ST. WORLEY SUMMARY PLAT 7 Lot 23A VASQUEZ, DAMION O. TORRES, GUADALUPE 207 E. HAMMOND ST. ROSWELL, NM 88203	909 E. 2ND ST. BELLE PLAIN Lot 44 SUMMARY REPLAT Tract A ARCP FD ROSWELL NM, LLC C/O RYAN, LLC. COLE CAPITAL CORP. PO BOX 460369, DEPT. 100 HOUSTON, TX 77056
3 MORNINGSIDE DR. BELLE PLAIN Lot 29 E 47' W 110' N 145' S 490 ORTEGA, PATRICIA 3 MORNINGSIDE DR. ROSWELL, NM 88201	21 MORNINGSIDE DR. BELLE PLAIN Lot:30 W 60' E 128.9'S 132.5' N 297.5' RUIZ, AMANDA LUPE 21 MORNINGSIDE DR. ROSWELL, NM 88201
APPROX. 1325 E HOAGLAND ST. HOAGLAND AMEND Block 3 Lot 3 E 50' GUTIERREZ, DANIEL GUTIERREZ, ROBERT 615 E. CHERRY ST. ROSWELL, NM 88201	633 E. 6TH ST. HAYMAKER - DAUGHTRY Block 1 Lot 10 ESTATE OF WAGGONER, MARIE H. PO BOX 1551 633 E. 6TH ST. ROSWELL, NM 88202-1551
511 N. RAILROAD AVE. HOLSTUN REDIVISION Tract B PEREZ, FEDERICO PO BOX 521 ALCALDE, NM 87511	509 N. RAILROAD AVE. HOLSTUN REDIVISION Tract C GILBERT, HARLON J. 702 DEWEY LN. ALAMOGORDO, NM 88310
500 E. 3RD ST. LEA Lot 82 PETRO ENERGY TRANSPORT CO. PO BOX 490 ROSWELL, NM 88202	1503 S. GARDEN AVE. PORTER & JOHNSON Lot 23 CAZARES, ROCIO 700 ROSELAWN ARTESIA, NM 88210

203 E. FRAZIER ST. STARLITE Block 1 Lot 10 W55' AND Lot 11 E 2' DOMINGUEZ, MARCO A. DOMINGUEZ, YVETTE M. 203 E. FRAZIER ST. ROSWELL, NM 88203	625 E. CHERRY ST. PURDY-NORRIS AMEND Block 1 Lot 11 AND Lot 12 W 30' HERNANDEZ, MARY L. 625 E. CHERRY ST. ROSWELL, NM 88201
1109 E. 1ST ST. DOC COVINGTON Block 4 Lot 1 JIMENEZ, JUAN 973 E. DORIS ST. AVONDALE, AZ 85323-2786	407 HOLLAND AVE. JOHNSON Lot 9 LOPEZ, JOE C. LOPEZ, ANGIE HCR 64 BOX 17B CHIMAYO, NM 87522
203 E. REED ST. THOMPSON REDIV Block 0 Lot 13 SNYDER, JOHN M. 1369 W. CYPRESS AVE. SAN DIMAS, CA 91773	314 E. REED ST. SOUTH HIGHLANDS REDIVISION Block 10A Lot 7 QUINTERO, ROBERT QUINTERO, MARY ANGE 4918 W. COUNTY RD. 120 MIDLAND, TX 79706
1115 CAHOON AVE. S 4 T 11S R 24E SE4SE4 N 60' S 270' W 100' E 1329' STAGNER, WAYNE J. STAGNER, NEVA L. C/O EAST VALLEY FIDUCIARY SERVICES INC. 7165 E. UNIVERSITY DR., STE. 171 MESA, AZ 85207	1403 S. VIRGINIA AVE. GREENWAYS Block 0 Lot 9 THRU Lot 11 JAMES OIL & LEASING C/O CLYDE & BETTY MAYFIELD 307 W. RIVERSIDE DR. CARLSBAD, NM 88220
206-210 E. WILDY ST. GREENWAYS Block 0 Lot 6-8 JAMES OIL & LEASING C/O CLYDE & BETTY MAYFIELD 307 W. RIVERSIDE DR. CARLSBAD, NM 88220	48 E. EYMAN ST. PECOS VALLEY VILLAGE Block 7 Lot 59 PEREZ, GUADALUPE 121 ELLISON RUIDOSO DOWNS, NM 88346
90 E. EYMAN ST. PECOS VALLEY VILLAGE Block 8 Lot 19 SALAZAR, KUIUPO 100 SPENCER DR. LOT 13 DAYTON, TN 37321	413 HOLLAND AVE. JOHNSON Lot 12 RENTERIA ESTATE, MANUEL SR. C/O HENRY CONTRERAS 4827 HWY 314 LOS LUNAS, NM 87031
106 W. WALNUT ST. SOUTH ROSWELL Block 6 Lots 17, 19 ARMIJO, MARIA LUISA 74611 YUCCA TREE DR. PALM DESERT, CA 92260	APPROX. 1200 AVENIDA DEL SUMBRE LA HONDA VEGA Block 1 Lot 2 OSWALD, TROY II; OSWALD, MALISSA 1603 MESA DR. ROSWELL, NM 88203-9998

508 S. OHIO AVE. PAULY Block 17 Lot 5 ALDERETE, NORMA C. (NEE NORMA GARCIA) 639 HILL RD., SPACE # 14 BERNALILLO, NM 87004	APPROX. 2700 Block S. WASHINGTON AVE. FRUITLAND Block 17 Lot 1 S80' N420' W159.4' & S240' GUTIERREZ, JOE; WHITE, CATHLEEN M. 1682 BRILLWAY BULLHEAD CITY, AZ 86442
1006 W. HOBBS ST. #1010 BELL SUMMARY PLAT Block 0 Lot 1 BELL REALTY CO. PO BOX 490 ROSWELL, NM 88202-0490	704, 706 W. GAYLE ST. FRUITLAND Block 17 Lot 1 W197' N274' W30' E150' N260' C & R REAL ESTATE INVESTMENTS, INC. PO BOX 2905 ROSWELL, NM 88202-2905
3600 S. MAIN ST. NUNALLY SUMMARY Block 0 Lot All AT&T COMMUNICATIONS PROPERTY TAX DEPT. PO Box 7207 BEDMINISTER, NJ 07921	2702 ONYX DR. PLAINS PARK ESTATES Block 5 Lot 2 GREENWOOD, JANICE 22131 NEEDLES ST. CHATSWORTH, CA 91311
710 W. 2 nd ST. OVARDS Block 1 Lot 14 WIMBERLY, DORIS M. 1426 NEW HAVEN DR. MANSFIELD, TX 76063	2704 ONYX DR. PLAINS PARK ESTATES Block 5 Lot 3 GREENWOOD, JANICE 22131 NEEDLES ST. CHATSWORTH, CA 91311
APPROX. 3000 Block W. 2 nd ST. EL CAPITAN VIEW AMENDED Lot 7 SUMMARY PLAT Lot 7A 1-11-23 SINGH, AMOLAK 1150 NATAIL LANE WATSONVILLE, CA 95076	2706 ONYX DR. PLAINS PARK ESTATES Block 5 Lot 4 GREENWOOD, JANICE 22131 NEEDLES ST. CHATSWORTH, CA 91311
214 W. ALBUQUERQUE ST. SOUTH ROSWELL Block 26 Lot 1 PERALTA, JODY MANUEL; PERALTA, BELLE JOY PO BOX 2980 ROSWELL, NM 88202-2980	2311 S. SUNSET AVE. MESA PARK 1 Block 7 Lot 29 ADAMS, JULIE 506 HERVEY DR. ROSWELL, NM 88203
1101 S. LEA AVE. VALLEY VIEW REDIV N2 Block 5 Lot 20 LUERAS, MAX; LUERAS, AIDE PO BOX 2522 ROSWELL, NM 88202-2522	516 S. CEDAR AVE. THORNE Block 10 Lot 9 ROWAN, MELANIE A. 516 S. CEDAR AVE. ROSWELL, NM 88203
809 N. PLAINS PARK DR. PLAINS PARK 2 Block 1 Lot 14 HITTLE, LAWRENCE J. JR.; HITTLE, RUTH G. 428 WRANGLER RD. ROSWELL, NM 88201	1018 S. PENNSYLVANIA AVE. ROSWELL HOMES Block 2 Lot 10 YOUNG, SARAH 1018 S. PENNSYLVANIA AVE. ROSWELL, NM 88203

APPROX. 1610 ½ W. BLAND ST. HAIR Block 2 Lot 9 S57.45' AND Lot 10 Thru Lot 12 6-11-24 RODRIGUEZ, SAMMY; RODRIGUEZ, MARY JANE 1725 SPANISH MOSS WAY SAVANNAH, TX 76227	311 TWIN DIAMOND RD. TIERRA BERRENDAS 4 Block 6 Lot 7 & Lot 6 6MARKEL, VERA L. SECRETARY OF HOUSING & URBAN DEVELOPMENT C/O INFORMATION SYSTEMS NETWORKS CORP. SHEPHERD MALL OFFICE COMPLEX 2401 NW 23RD ST. - SUITED ID OKLAHOMA CITY, OK 73107
3118 N. DELICADO AVE. LINDA VISTA ESTATES 2 Block 9 Lot 14 CHILDS, ROBERT H. PO BOX 3584 ROSWELL, NM 88202-3584	1302 W. 8TH ST. RIVERSIDE HEIGHTS AMEND Block 20 Lot 2 ORNELAS, JAVIER 1200 N. WASHINGTON AVE. ROSWELL, NM 88201
400 N. MICHIGAN AVE. WILDYS Block 1 Lot 7 E 108' S 37' & Lot 8 LEE, BILLY D.; LEE, LOUISE 400 N. MICHIGAN ROSWELL, NM 88201	1201 N. LEA AVE. WEST SIDE Block 32 Lot 8 TUCKER, TRACY L. 1201 N. LEA AVE. ROSWELL, NM 88201
3008 DELICADO AVE. LINDA VISTA ESTATES 2 Block 14 Lot 15 HOUSE, SUSAN LEANN 3008 DELICADO DR. ROSWELL, NM 88201	1726 N. OHIO AVE. CRESCENT HEIGHTS Block 6 Lot 10 SCHWALBE, TOM J.; SCHWALBE, PAM C. 1726 N. OHIO ROSWELL, NM 88201
1718 N. OHIO AVE. CRESCENT HEIGHTS Block 5 Lot 1 HAMILTON, TRACY L. 1718 N. OHIO AVE. ROSWELL, NM 88201	1508 N. OHIO AVE. SCHNEDARS Block 3 Lot 6 MARKEL, VERA L. 1508 N. OHIO ROSWELL, NM 88201
500 E. LA PALOMA LN. NORTHWOOD Block 6 Lot 2 GMAC MORTGAGE, LLC. 1100 VIRGINIA DR. FORT WASHINGTON, PA 19034	1304 E. COUNTRY CLUB RD. PENDERGRASS Lot 13 MADRID, JOSE GUADALUPE ; QUINTANA, SHEILA MELINDA 403 S. KANSAS ROSWELL, NM 88203
1203 N. MICHIGAN AVE. S 32 T 10S R 24E NE4NW4 W 182.2' E 408' N 50' S 370' VALENCIA, VIRGINIA 709 POPLAR ST. FARMINGTON, NM 87401	3400 BANDOLINA AVE. TIERRA BERRENDAS 4 Block 8 Lot 8 VARGAS, JUAN 3400 BANDOLINA AVE. ROSWELL, NM 88201
APPROX. 4311 N. MAIN ST. BLUE MOUNTAIN JUNCTION CENTER Lot 3 BLUE MJ, LLC. 6211 SAN MATEO, NE SUITE 130 ALBUQUERQUE, NM 87109	APPROX. 2200 SENA RD. BRIAR RIDGE UNIT A Lot 25 THRU Lot 29 WS WRIGHT LLC. PO BOX 127 HONDO, NM 88336

829 TRAILING HEART RD. TIERRA BERRENDA 5 Block 5 Lot 31 E 14' & Lot 32 LEATHERS, EMERY G.; LEATHERS, RUTH W. 1105 W. DEMING ST. ROSWELL, NM 88203	APPROX. 103 TWIN DIAMOND RIVERSIDE NORTH SUMMARY PLAT 1 Lot 2 KROENKE, E. STANLEY 211 N. STADIUM BLVD. STE 207 COLUMBIA, MO 65203
1504 W. 3RD ST. CENTRAL PARK Block14 Lot 3 & Lot 4 FEDERAL NATIONAL MORTGAGE ASSOCIATION 8609 WETWOOD CENTER VIENNA, VA 22183	1111 W. 14TH ST. HOWARD PLACE Block 2 Lot 13 SILVA, LEONARD 22 FERMIN CHAVEZ RD. BELEN, NM 87002-7300
1107 N. UNION AVE. S 32 T 10S R 24E NE4NW4 E 150' W 250' N 40' S 250' BOGGS, L.L.; ET UX 1107 N. UNION ROSWELL, NM 88201	1901 N. LOUISIANA AVE. SUMMERSGILLS Block 2 Lot 7 VIGIL, PRISCILLA M. 1901 N. LOUISIANA AVE. ROSWELL, NM 88201

**ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT**

Regular City Council Meeting

Item No. 15.

Meeting Date: 07/14/2016

COMMITTEE: N/A

CONTACT: Mike Mathews

CHAIR: N/A

ACTION REQUESTED:

Resolution 16-43 - Condemnations - The Resolution shall require the removal or demolition of five (5) dilapidated structures.

BACKGROUND:

These structures constitute a public nuisance harmful to the public health, safety and general welfare.

FINANCIAL CONSIDERATION (See Fiscal Impact below)

Resolution and notice will be served to owners requiring action within fifteen (15) days. Demolition by the City will proceed if no action is taken and a lien will be placed on the property for cost of removal.

LEGAL REVIEW:

The City Attorney has reviewed the current ordinance.

BOARD AND COMMITTEE ACTION:

Not applicable.

STAFF RECOMMENDATION:

Code Enforcement recommends approval of Resolution No. 16-43.

Attachments

Resolution 16-43

Resolution 16-43 List

CITY OF ROSWELL
RESOLUTION NO.16-43

A RESOLUTION REQUIRING THE REMOVAL AND/OR DEMOLITION OF CERTAIN DAMAGED AND DILAPIDATED BUILDINGS, STRUCTURES OR PREMISES; PROVIDING THAT THE CITY SHALL HAVE A LIEN FOR THE COST OF REMOVAL; PRESCRIBING THE PROCEDURE INCIDENT TO SUCH REMOVAL AND/OR DEMOLITION AND DECLARING CERTAIN PROPERTY TO BE IN SUCH STATE OF DISREPAIR, DAMAGE AND DILAPIDATION AS TO CONSTITUTE A DANGEROUS BUILDING AND A PUBLIC NUISANCE PREJUDICIAL TO THE PUBLIC HEALTH, SAFETY AND GENERAL WELFARE.

WHEREAS, it is the opinion of the City Council of the City of Roswell, New Mexico, that those certain buildings or structures upon the premises located as follows and purportedly owned of record, or occupied by the parties hereinafter named, are and have become in such state of disrepair, damage and dilapidation as to be a menace to the public health, safety and general welfare of the inhabitants of the community; and further, that it is in the public interest to require the removal thereof, according to law, by reason of the condition or conditions set forth in Exhibit "A".

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL, THE GOVERNING BODY OF THE CITY OF ROSWELL, NEW MEXICO:

1. That the buildings or structures set forth in Exhibit "A" are declared to be in such state of disrepair, damage and dilapidation as to constitute a dangerous building within the purview of Roswell Municipal code section 16-12, as well as being a public nuisance prejudicial to the public health, safety and general welfare. That such dangerous buildings or structures set forth, if any, cannot reasonably be repaired so that they will no longer exist in violation of the terms of the ordinance.

2. The owners, occupants, if any, or agent in charge of said premises be, and they hereby are ordered and required to remove such dangerous buildings, or structures within a reasonable time thereafter not to exceed fifteen (15) days from the receipt of notice by certified mail or from date of publication of this resolution as hereinafter provided, and as the case may be. In the event such removal be not commenced by such owner, occupant or agent, or written objection thereto be filed with the City Clerk within ten (10) days after service of a copy of this resolution by certified mail or by publication, requesting a hearing, then and in such event, the City Manager is hereby authorized and directed to cause such dangerous buildings or structures to be removed at the sole cost and expense of the owner, owners or other parties having an interest in said properties, and further, that the reasonable cost of such removal shall be and become a subsisting and valid lien against such property so removed and the lot or parcel or land from which such removal was made and shall be foreclosed in the manner provided by law for the foreclosure of municipal liens. Alternatively, the City Manager may act pursuant to Article 3-18-5 (G) (NMSA, 1978), and cause the dangerous buildings or structures to be removed and give title to them or their components to the removing

person or persons.

3. In the event the owner or other interested party aggrieved shall file his protest within the time herein provided, requesting a hearing, on the matter, the City Council shall fix a date for hearing, at which time said Protestants shall be entitled to be heard in person, by agent or attorney, and the City Council shall consider evidence whether or not its previous action should be enforced or rescinded. If it shall be determined that the removal order should be enforced, and the owner(s) shall fail or neglect to comply with said decision of the City Council, they shall have a right of appeal to a court of competent jurisdiction by giving notice of such appeal to the City Council within the (10) days after the date of the City Council decision, together with his petition for court review duly filed with the Clerk of the Court within thirty (30) days of the date of the decision complained of.

4. Upon the adoption of this resolution, it shall be the duty of the City Building Inspector to notify the owner, occupant or agent in charge of such building or structure of the adoption of this resolution by serving a copy thereof upon him by certified mail, return receipt requested; and in the event such owner, occupant or agent cannot be found or served within said City as herein above provided, such notice may be served by posting a copy of said resolution upon the premises complained of, followed by legal publication of said resolution one time in a newspaper of general circulation within the city.

ADOPTED, SIGNED AND APPROVED 14th day of July 2016.

CITY SEAL

Dennis J. Kintigh, Mayor

ATTEST:

Sharon Coll, City Clerk

Location	Condition	Name
413 HOLLAND AVE. JOHNSON Lot 12	Dilapidated/ Deterioration Open To Public, Inadequate Maintenance	RENTERIA ESTATE, MANUEL SR. C/O HENRY CONTRERAS 4827 HWY 314 LOS LUNAS, NM 87031
633 E. 6TH ST. HAYMAKER - DAUGHTRY Block 1 Lot 10	Dilapidated/ Deterioration Open To Public, Inadequate Maintenance	ESTATE OF WAGGONER, MARIE H. PO BOX 1551 633 E. 6TH ST. ROSWELL, NM 88202-1551
1201 E. WALNUT ST. DOC COVINGTON Block 2 Lot 11	Dilapidated/ Deterioration Open To Public, Inadequate Maintenance	ODELL ROY, INC. 4656 AUGUSTA HWY. GILBERT, SC 29054
1201 W. MCGAFFEY ST. (Laundry Room Structure Only) CASA BONITA Block 1 Lot 13	Dilapidated/ Deterioration Open To Public, Inadequate Maintenance	EDMISTEN, LAWRENCE F. III 12433 VENTURA BLVD. STUDIO CITY, CA 91604
2421 N. GARDEN AVE. 2423 N. GARDEN AVE. COUNTRY CLUB Block 2 Lot 22 & Lot 23	Dilapidated/ Deterioration Open To Public, Inadequate Maintenance	HARDCASTLE, WILLIAM R.; HARDCASTLE, NANCY V. 1201 W. MCGAFFEY ST. APT. 59 ROSWELL, NM 88203

**ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT**

Regular City Council Meeting

Item No. 16.

Meeting Date: 07/14/2016

COMMITTEE: Finance

CONTACT: Monica Garcia

CHAIR: Caleb Grant

ACTION REQUESTED:

Eastern New Mexico State Fair - Consideration funding for the Eastern New Mexico State Fair in the amount up to \$44,250 on a reimbursement basis at 100% of eligible expenses with a contract, and an additional amount not to exceed \$11,000 from the Lodgers' Tax Fund overtime line item for Police overtime.

BACKGROUND:

The Eastern New Mexico State Fair (ENMSF) is scheduled for October 3-8, 2016. The event has been funded since 2010. This will be the 84th Annual ENMSF and is the 2nd largest and oldest running fair in NM. This year the Fair is open to visitors from all of New Mexico as well as bordering states and will have over 100 vendors. The ENMSF is estimating 65,000 attendees, which will include 25,000 from outside of Chaves County. The location of the event is the Eastern New Mexico State Fair Grounds. ENMSF originally requested \$54,750.

FINANCIAL CONSIDERATION (See Fiscal Impact below)

Lodgers' Tax fund

- Large/Contract Events
 - Eastern New Mexico State Fair – budgeted for FY 2017

LEGAL REVIEW:

Not applicable.

BOARD AND COMMITTEE ACTION:

The Occupancy Tax Board recommended funding for this event at their meeting on June 28, 2016. The Finance Committee recommended funding for this event at their meeting on Thursday, July 7, 2016.

STAFF RECOMMENDATION:

Council consideration of funding for the Eastern New Mexico State Fair in the amount up to \$44,250 on a reimbursement basis at 100% of eligible expenses with a contract, and an additional amount not to exceed \$11,000 from the Lodgers' Tax Fund overtime line item for Police overtime.

Attachments

Lodgers Tax Eastern New Mexico State Fair



CITY OF ROSWELL –LARGE/CONTRACT EVENT LODGERS' TAX FUND APPLICATION

NAME OF EVENT: EASTERN NM STATE FAIR
DATE(S) OF EVENT: OCTOBER 3-8, 2016 (presentation required 90 days prior to event)
NAME OF ORGANIZATION APPLYING FOR FUNDING: EASTERN NM STATE FAIR BOARD

DESCRIBE EVENT: This will be the 84 th annual ENMSF, we are the 2 nd largest and oldest running fair in NM. Our livestock show is the biggest and most competitive in the state. This year we have opened up our fair to the entire State, so we now represent all of NM. We also house over 100 vendors during the week from all over. We also bring entertainment in for the week. This year our entertainment is bigger and better than it has ever been. We are anticipating huge crowds from all over.	
LOCATION OF EVENT: EASTERN NM STATE FAIR GROUNDS	
HOW WILL YOU ADVERTISE AND MARKET THE EVENT? TV, RADIO, NEWSPAPER, MAGAZINES, POSTERS, WEBSITE AND SOCIAL MEDIA	
ESTIMATED TOTAL # OF ATTENDEES: 65,000	EST. # ATTENDEES FROM OUTSIDE CHAVES CO.: 25,000
HAVE YOU DISCUSSED SPECIAL ROOM PACKAGES DURING YOUR EVENT WITH A ROSWELL LODGING FACILITY? NOT AT THIS TIME	
WHAT PERCENTAGE OF YOUR MARKETING BUDGET WILL BE USED OUTSIDE OF ROSWELL? 80%	
WILL YOU HAVE A WEBSITE FOR YOUR EVENT? YES	
EVENT WEBSITE (if applicable): www.enmsf.com	

LIST FULL AMOUNT OF MARKETING/ADVERTISING and OTHER ELIGIBLE EXPENSES ON PAGE 2.

BY DEFAULT FUNDING IS PROCESSED ON A REIMBURSEMENT BASIS AT 50% OF ELIGIBLE EXPENSES UP TO THE AMOUNT APPROVED (a one-to-one match).

FUNDING REQUESTED AS: ☒ REIMBURSEMENT _____ ESTIMATED ADVANCED

REQUESTED FUNDING OF: _____ 50% ☒ 100% OF ELIGIBLE EXPENSES

THIS REQUEST will require a signed contract with the City of Roswell,

"Large/Contract Event Information & Procedures" policy and/or contract specifications must be followed for receiving funds

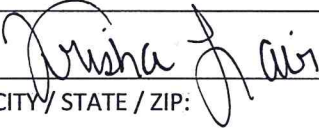
Requested Funding will be based on the Total Eligible Expenses listed on Page 2

AMOUNT REQUESTED **\$54,750.00**

IF YOU ARE REQUESTING SPONSORSHIP, PERSONNEL OR EQUIPMENT FROM ANY CITY DEPARTMENT - COMPLETE ON PAGE 3.

RULES AND REGULATIONS

I UNDERSTAND THAT THESE ARE PUBLIC FUNDS AND THEY ARE TO BE ADMINISTERED ACCORDING TO STATE LAW AND CITY ORDINANCES, AND I AGREE TO SUBMIT A FOLLOW UP REPORT WITH A FINANCIAL STATEMENT WITHIN ONE HUNDRED TWENTY (120) DAYS FOLLOWING THE EVENT OR I MAY FORFEIT THE FUNDS AS WELL AS ELIGIBILITY FOR FUTURE FUNDING. I AGREE TO USE THE CITY LOGO AND/OR "PAID IN PART BY THE CITY OF ROSWELL LODGERS' TAX" ON ALL ADVERTISING, VERBAL OR WRITTEN. I UNDERSTAND THAT THIS APPLICATION CONSTITUTES A CONTRACT BETWEEN THE CITY OF ROSWELL AND THE ORGANIZATION TO RECEIVE THE FUNDS, SHOULD THE FUNDS BE APPROVED BY THE OCCUPANCY TAX ADVISORY BOARD AND THE CITY OF ROSWELL GOVERNING BODY. I UNDERSTAND FUNDING MAY BE DENIED OR THAT APPROVED FUNDING AMOUNTS MAY DIFFER FROM THE AMOUNT REQUESTED ON THE APPLICATION. I ALSO UNDERSTAND THAT THE DISBURSEMENT OF FUNDS WILL BE PROCESSED AS APPROVED BY THE CITY COUNCIL.

NAME (PRINT) OF APPLICANT MAKING REQUEST: Jared Hembree		
SIGNATURE OF APPLICANT: 		
(SEND CHECK TO) ADDRESS / CITY / STATE / ZIP: PO Box 824 Roswell, N 88202		
PHONE: 575-622-6510	CELL: 575-317-7755	E-MAIL: jhembree@hinklelawfirm.com enmsf@cableone.net
DATE SUBMITTED: JUN -- 2 2016	90 DAYS? Y / N	TO BE PRESENTED AT MEETING ON: 6-28-16

- ATTACH TOTAL PROPOSED BUDGET FOR EVENT ALONG WITH A DETAILED ADVERTISING/MARKETING BUDGET.
 - PLEASE FEEL FREE TO ADD ADDITIONAL PAGES, SAMPLES OF ADS OR BROCHURE ARTWORK.
 - PLEASE **PROVIDE ORIGINAL APPLICATION PLUS (+) 5 COPIES** OF APPLICATION, ADDITIONAL PAGES AND /OR SAMPLES
 - MAIL OR DELIVER TO CITY OF ROSWELL, c/o Lodger Tax Grant Request, 425 N RICHARDSON, (P O BOX 1838), ROSWELL, NM 88202-1838
- * SEE MEETING SCHEDULE FOR APPLICATION DUE DATES. (These are "Received by" dates, not postmarked dates.) Revised Jan 7, 2016

NAME OF EVENT: **EASTERN NM STATE FAIR**DATE(S) OF EVENT: **OCTOBER 3-8, 2016**NAME OF ORGANIZATION: **EASTERN NM STATE FAIR BOARD****PROPOSED ELIGIBLE EXPENSES:**

ELIGIBLE EXPENSES:	LOCAL AMOUNT	OUT-OF-TOWN AMOUNT	TOTAL AMOUNT	Out-of-Town %
NEWSPAPER	\$1,000.00	\$2,000.00	\$3,000.00	66%
MAGAZINE		\$1,500.00	\$1,500.00	100%
RADIO	\$5,000.00	\$20,000.00	\$25,000.00	80%
TELEVISION	\$1,000.00	\$1,500.00	\$2,500.00	60%
INTERNET	\$1,500.00		1,500.-	
PRINTING (brochures, posters, cards)				
MAILING				
T-SHIRTS (or other marketing items)				
SECURITY	\$30,000.00	XXXXXXXXXX	30,000.-	
CLEAN UP (Sanitation)	\$5,000.00	XXXXXXXXXX	5,000.-	
OTHER:				
Steel Rodeo Tours (Motorcycles)	\$20,000.00		20,000.-	
The Great Bear Show	\$7,400.00		7,400.-	
Magic of Rafael & Katia	\$6,000.00		6,000.-	
Kane Brown	\$15,000.00		15,000.-	
Walker-McGuire	\$1,500.00		1,500.-	
Tejano Night	\$5,000.00		5,000.-	
We will be adding more entertainment for the week				
	98,400.-		123,400.-	76.5%
SUB TOTALS	\$100,900.00	\$25,000.00	\$32,000.00	\$157,900.00

TOTAL ELIGIBLE EXPENSES: \$_____ (50% = \$54,750.00)

list the amount requested on page 1.

Completed by: J. K. Huff

	Local Amt	Sub-Totals	Out-Town	Total Amt	Sub-Totals
	1,000.00		2,000.00	3,000.00	
			1,500.00	1,500.00	
	5,000.00		20,000.00	25,000.00	
	1,000.00		1,500.00	2,500.00	32,000.00
	1,500.00			1,500.00	
	30,000.00			30,000.00	
	5,000.00	43,500.00		5,000.00	68,500.00
	20,000.00			20,000.00	
	7,400.00			7,400.00	
	6,000.00			6,000.00	
	15,000.00			15,000.00	
	1,500.00			1,500.00	
	5,000.00	54,900.00		5,000.00	54,900.00
Totals	98,400.00	98,400.00	25,000.00	123,400.00	123,400.00

NAME OF EVENT: EASTERN NM STATE FAIR	
DATE(S) OF EVENT: OCTOBER 3-8, 2016	
NAME OF ORGANIZATION: EASTERN NM STATE FAIR BOARD	

IF YOU ARE REQUESTING SPONSORSHIP FROM A CITY OF ROSWELL DEPARTMENT – COMPLETE THE FOLLOWING:

[illegible]

IF YOU ARE REQUESTING CITY EMPLOYEES – PLEASE COMPLETE THE FOLLOWING:

DEPARTMENT	TYPE OF WORK REQUESTED	# OF EMPLOYEES	DATES/TIME REQUIRED	TOTAL HOURS
Streets	Street closure for parade		October 3	
RPD	Ground patrol		October 3-8	
RFD	Ground patrol		October 3-8	
Parks & Rec	Stage set-up/tear down		October 2 & 9	

IF YOU ARE REQUESTING CITY EQUIPMENT – PLEASE COMPLETE THE FOLLOWING:

[illegible]

STATEMENT OF VALUE FOR SERVICES REQUESTED (NOT PAID FOR) BY A LODGERS' TAX FUNDED EVENT

NAME OF EVENT: Eastern New Mexico State Fair 2016
DATE(S) OF EVENT: October 3-8, 2016
NAME OF ORGANIZATION: Eastern NM State Fair Grounds

EMPLOYEE ASSIST REQUEST:

DEPT	Type of Work	# of Emplys	Regular hours	Overtime hours	Total hours	Total Hrly Value
Parks & Rec	Set up/take down stage	3	26		26	279.10
Streets	Street closure for parade	12	96		96	1,589.51
Streets	Fair Entrance (lane closure)	2		12	12	285.40
Roswell Fire Dept	Ground patrol	3	156		156	2,524.08
Roswell Police Dept	Ground patrol	Hours will be billed using Chief's Overtime				

TOTAL EMPLOYEES REQUEST:

290 4,678.09

This amount is the hourly rate only and does NOT include city paid benefits

EQUIPMENT REQUESTED/USED:

DEPT	Type of Equipment	Cost per day	# days required	Total Value
Parks & Rec	Stage	300.00	6	1,800.00
Parks & Rec	Stage Equip	0.00	6	0.00
Streets	86 Barricades			0.00
Streets	2 Street Sweepers			0.00
Streets	4 Utility pickups			0.00
Streets	reg. pickup			0.00
Streets	3 Utility trailers			0.00
Streets	170 Barrels			0.00
Streets	30 information/directional signs			0.00
				0.00
				0.00
				0.00

TOTAL EQUIPMENT

1,800.00

TOTAL FOR ALL 6,478.09

SPONSORSHIPS:

None listed on funding request

EVENT HISTORY Eastern New Mexico State Fair

FY DATE	2010	2011	2012	2013	2014	2015	2016	2017	Total Paid
OTB Date	8/25/2009	8/3/2010	8/23/2011	7/24/2012	7/30/2013	8/26/2014	7/28/2015	6/28/2016	
Event Date(s)	10/5-10/10/09	10/4-10/9/10	10/2-10/8/11	10/3-10/7/12	9/30-10/5/13	9/29-10/4/14	10/5-10/10/15	10/3-10/8/16	
Requested Amount	6,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	54,750.00	54,750.00	
Granted Last FY	6,000.00	6,000.00	6,000.00	12,000.00	12,000.00	12,000.00	12,000.00	54,750.00	
Budgeted FY	6,000.00	6,000.00	6,000.00	10,000.00	12,000.00	12,000.00	12,000.00		
OTB Rec	6,000.00	6,000.00	6,000.00	10,000.00	12,000.00	12,000.00	12,000.00		
FIN Rec	6,000.00	6,000.00	6,000.00	10,000.00	12,000.00	12,000.00	36,000.00		
Council Rec	6,000.00	6,000.00	12,000.00	12,000.00	12,000.00	12,000.00	54,750.00		
Paid Out	6,000.00	6,000.00	12,000.00	12,000.00	12,000.00	12,000.00	54,750.00		114,750.00

Comments:

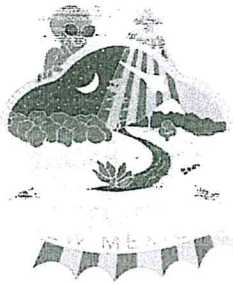
2017: Large/Contract Event request is for 100% of eligible expenses on a reimbursement basis.

2015 EVENT INFORMATION:

Eastern New Mexico State Fair: October 5 - 10, 2015

Awarded Amount: \$54,750.00 Reimbursed Amount: \$54,750.00

1. Event Report (includes summarized survey information)
2. Financial Report
3. Itemized Lodgers' Tax expenses
4. Listing of submitted expenses not Lodgers' Tax eligible



**CITY OF ROSWELL
LODGERS' TAX FUNDS
EVENT REPORT**

NAME OF EVENT: Eastern NM State Fair	
DATE(S) OF EVENT: October 5-10, 2015	
NAME OF ORGANIZATION SPONSORING EVENT: Eastern NM State Fair Board	
NAME OF CONTACT PERSON Jared Hembree	
MAILING ADDRESS: PO Box 824	
CITY/STATE/ZIP Roswell, NM 88202	
PHONE: 575-622-6510	CELL PHONE: 575-420-7755
E-MAIL ADDRESS (optional): enmsf@cableone.net/jhembree@hinklelawfirm.com	

REPORT ON THE OUTCOME OF THE EVENT:

We welcomed over 40,000 people to the Eastern NM State Fair this year. We represented 24 counties across the state in our Junior Livestock sale. People came from as far as San Juan and Union counties to stay for the week and participate in the sale. The Commercial Building was at capacity with many returning vendors and several who were joining us for the first time. The grounds vendors were always busy selling their food and merchandise. Entertainment included a strolling magician, Lady Houdini (a Vegas style water escape show), and various musicians in multiple genres from old time rock and roll to mainstream country.

DESCRIBE ADVERTISING USED and IMPACT ON BRINGING VISITORS TO ROSWELL: (Attach copies or photos)

We used several different magazines from around NM such as NM Stockman and Your Host NM. We used radio in Albuquerque, Hobbs/Lovington, Clovis/Portales, Midland/Odessa, Ruidoso and Alamogordo. NBC TV, Roswell Daily Record and newspaper in Clovis and Portales.

WHAT WAS ESTIMATED VISITOR ATTENDANCE? 40,000

HOW WAS IT MEASURED? Thru ticket sales

WHAT WAS THE ESTIMATED HOTEL/MOTEL, LODGING IMPACT? According to our count thru the surveys we use we show that we filled over 120 rooms for 120 nights in a weeks time.

DO YOU PLAN TO REQUEST LODGERS' TAX FUNDS NEXT YEAR? Yes

ADDITIONAL REMARKS TO THE OTB: We would first like to say thank you to the OTB for taking the fair into consideration for the Lodgers' Tax Fund. We are very grateful for the opportunity to work with you. We strive to make the fair a safe, fun place where families can come out and enjoy a great time and maybe experience a show or something they may never have the chance to without getting out of Roswell. We work very hard to keep our prices down so families can enjoy more once they are on the grounds.

SIGNATURE:

DATE:

- Attach copies or photos (see policy for documentation details) of advertising used.
- Provide sample of event survey used.
- Provide a complete summary of survey results for merchant, restaurant and lodging impact (how many room nights).
- Event Report is due ninety (90) calendar days following the last day of the event, an extension may be requested in writing if additional time is required due to unforeseen circumstances or emergency. (See policy for details.)

Last day of Event 10-10-15 Received date 1-4-16 days 86

Once you pay to get in the fair, all of our entertainment is free. Including any concerts. We strive to offer things that are fun, unique and affordable for the entire family, while also maintaining a very safe venue.

Again, thank you for your consideration.

Eastern NM State Fair

October 5-10, 2015

Financial Statement

Provided by: Jared Hembree

As of: December 15, 2015

Event Revenue:

Admissions	\$136,062.46
Registrations	\$ 29,033.93
Donations	\$ 4,400.00
Sale of Items	\$0
Vendors	<u>\$ 46,671.00</u>

Total Revenue \$216,167.39

Lodgers' Tax Eligible:

Event Expenses:

Advertising/Promotional	\$32,725.71	\$32,725.71
Judges		\$12,701.23
Rental	\$11,451.45	
Sanitation	\$ 4,025.88	\$ 4,025.88
Security	\$29,807.00	\$29,807.00
Entertainment		\$34,577.50
Decorations		\$11,729.00
Police/Fire	\$ _____	\$ _____.

Total Expenses **\$ 78,010.04** **\$125,566.32**

Advertising Expenses

Radio

Alpha Media	Inv#0-9/25/2015	\$2,025.00	CK#24449-9/28/2015	\$2,025.00
Noalmark-KBIM	Inv 10/5/2015	\$1,702.81	CK#24556-10/5/2015	\$1,702.81
Noalmark-KBIM	Inv 10/5/2015	\$1,928.56	CK#24709-10/9/2015	\$1,928.56
Noalmark-KBIM	Inv 10/31/2015	\$823.45	CK#24768-11/10/2015	\$823.45
KCLV-AM Clovis	Inv#15100161-10/7/2015	\$795.94	CK#24772-11/10/2015	\$795.94
Noalmark-Hobbs	Inv 10/31/2015	\$1,014.72	CK#24767-11/10/2015	\$1,174.92
Noalmark-Hobbs	Inv 9/30/2015	\$854.50	CK#24710-10/9/2015	\$854.50
Walton Stations	Inv 9/22/2015	\$814.69	CK#3419-10/30/2015	\$814.69
Hispanic Target	Inv 9/24/2015	\$750.00	CK#24717-10/9/2015	\$750.00
KTQM-Clovis	Inv 9/30/2015	\$1,061.26	CK#24705-10/9/2015	\$1,061.26
PVBC	Inv 11/1/2015	\$4,307.44	CK#24752-11/4/2015	\$4,307.44
Cumulus Media Albq	Inv#28357586	\$1,030.00	CC 9/24/2015	\$1,030.00
Burt Broadcasting	Inv#15100070	\$1,281.57	CK#24758-11/4/2015	\$1,281.57
KWES/KBUY Ruidoso	Inv 10/31/2015	\$2,730.00	CK#24770-11/10/2015	\$2,730.00
KSEL-Portales	Inv 10/31/2015	\$1,886.80	CK#24771-11/10/2015	\$1,886.80
Majestic	Inv#552-00050-000-9/3	\$2,500.00	CK#24555-10/5/2015	\$2,500.00

TV

KOB TV	Inv#257403-2-10/25/2015	\$1,080.38	CK#24749-10/30/2015	\$1,080.38
KOB TV	Inv#258811-1-9/27/2015	\$849.25	CK#24554-10/5/2015	\$849.25
Spotlight West	Inv 8/12/2015	\$291.59	CC 9/18/2015	\$291.59

Newspaper

RDR	Inv 9/30/2015	\$342.39	CK#24765-11/10/2015	\$342.39
RDR	Inv 9/30/2015	\$786.36	CK#24558-10/5/2015	\$786.36
EZ Ads	Inv 9/30/2015	\$1,076.27	CK#24700-10/9/2015	\$1,076.27
DeBaca County News	Inv#21387 10/30/2015	\$291.94	CK#24756-11/4/2015	\$291.94
Clovis Livestock	Inv#13610-10/30/2015	\$877.25	CK#24757-11/4/2015	\$877.25
NM Stockman	Inv#13078-7/1/2015	\$220.00	CK#24350-8/5/2015	\$220.00
NM Stockman	Inv#13337-8/1/2015	\$220.00	CK#24382-8/27/2015	\$220.00
NM Stockman	Inv#13491-9/1/2015	\$220.00	CK#24708-10/9/2015	\$220.00
Your Host NM	Inv#8018015-8/18/2015	\$802.50	CK#24380-8/27/2015	\$802.50

Print/Postage

Copy Rite	Inv#4045-8/31/2015	\$161.25	CK#3406	\$161.25
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Copy Rite	Inv#4109-9/18/2015	\$80.62	CK#3406	\$80.62
Copy Rite	Inv	\$1,649.47	CK#24685-10/19/2015	\$1,649.47
Copy Rite	Inv	\$3,060.53	CK#24776-11/10/2015	\$3,060.53
USPS		\$196.00		\$196.00
Website				
Gate One Web	Inv#1079-2/2/2015	\$44.75	CK#24202-2/18/2015	\$44.75
Gate One Web	Inv#1116-5/1/2015	\$47.75	CK#24282-5/8/2015	\$47.75
Gate One Web	Inv#1138-7/1/2015	\$236.48	CK#24321-7/15/2015	\$236.48
Gate One Web	Inv#1152-8/3/2015	\$179.47	CK#24361-8/14/2015	\$179.47
Gate One Web	Inv#1163-9/1/2015	\$265.89	CK#24422-9/15/2015	\$265.89
Gate One Web	Inv#1173-10/2/2015	\$606.25	CK#24703-10/9/2015	\$606.25
Gate One Web	Inv#1183-11/1/2015	\$46.63	CK#24754-11/4/2015	\$46.63
				\$39,299.96
Security				
Roswell Security	Inv#1018-10/26/2015	\$29,807.00	CK#24747 10/30/2015	\$29,807.00
Sanitation				
Demaree's	Inv#5988-11/3/2015	\$4,025.88	CK#24773-11/10/2015	\$4,025.88
Entertainment				
Sukuma Avery-Magici	Contract 6/17/2015	\$4,800.00	CK#24262	\$2,400.00 6/25/2015-CK#24517 10/28/2014-CK#24518 8/27/2015-CK#24520 10/28/2014-CK#24518
WOW Attractions - Lady Houdini	10/29/2014	\$9,000.00	CK#24159	\$1,800.00 10/28/2014-CK#24518
CTK Entertainment-Music - Jon Wolfe		\$2,500.00	CK#24376	\$1,250.00 8/27/2015-CK#24520 10/28/2014-CK#24518
Zoltan Orkestar-Music - Contract 10/7/2015		\$400.00	CK#24522	\$400.00
Andy Mason Music - Contract 10/9/2015		\$1,000.00	CK#24521	\$1,000.00
Robots & Cars Entertainment - Contract 9/24/2015		\$9,600.00	CK#24519	\$9,600.00
Clayton Gardner-Music -		\$1,200.00	CK#24516	\$1,200.00
Hunter Hutchinson-Music -		\$500.00	CK#24657	\$500.00
Joe Barron-Music		\$500.00	CK#24656	\$500.00
Nathan Dean-Music		\$1,000.00	CK#24515	\$1,000.00
Jeff Weathers-Music		\$500.00	CK#24536	\$500.00
Total Production-Sound & lights -		\$2,005.50	CK#24658	\$2,005.50
				\$22,155.50
				\$10,850.00

Decorating			
Grady Henley	Inv#21223-10/14/2015	\$11,729.00	CK#24682-10/19/2015 \$11,729.00
Judges			
Jim Williams	Contract10/5/2015		CK#24511-10/5/2015 \$1,327.50
David Hinders	Contract10/5/2015		CK#24594-10/6/2015 \$480.50
Marilyn Novat	Contract10/5/2015		CK#24512-10/5/2015 \$510.90
Clint Cummings	Contract10/5/2015		CK#24654-10/8/2015 \$690.20
Al Schminke	Contract10/5/2015		CK#24563-10/5/2015 \$1,140.20
Jake Thorne	Contract10/5/2015		CK#24514-10/5/2015 \$622.65
Katy Saul	Contract10/5/2015		CK#24513-10/5/2015 \$501.00
			\$5,272.95
Total			\$161,418.74

EVENT NAME: Eastern New Mexico State Fair (2015)

DATE(S): October 5 - 10, 2015 **Amt Awarded:** 54,750.00

Due date: 1/8/2016

Rec'd date: 1/4/2016

EXPENSES NOT ELIGIBLE

VENDOR		DESCRIPTION	Non-Elig Amt	COMMENTS
Noalmark Broadcasting	Radio	Radio	160.20	no invoice
Walton Stations	Radio	Radio	814.69	No script
KOB-TV	TV spots	TV spots	1,080.38	Can't tell from photo if wording on screen
KOB-TV	TV spots	TV spots	849.25	Can't tell from photo if wording on screen
Spotlight West	TV spots	TV spots	291.59	Need copy of ad
Copy Rite	Boys of Fall	Boys of Fall	161.25	No LT wording, No pmt proof
Copy Rite	??	??	80.62	Listed, no documentation
Copy Rite	??	??	1,649.47	No copies, invoice add up to more than check
Copy Rite	??	??	3,060.53	Ck copy, no back up documentation
Gate One Web	??	??	1,427.22	No back for invoice, print screens or explanation
Clayton Gardner	Entertain - Music	Entertain - Music	1,200.00	no contract
Hunter Hutchinson	Entertain - Music	Entertain - Music	500.00	no contract
Joe Barron	Entertain - Music	Entertain - Music	500.00	no contract
Nathan Dean	Entertain - Music	Entertain - Music	1,000.00	no contract
Jeff Weathers	Entertain - Music	Entertain - Music	500.00	no contract
Total Production	Sound & lights	Sound & lights	2,005.50	Equip Rental? - NOT Eligible
Grady Henley	Decorating	Decorating	11,729.00	Drapes & poles Equipment - NOT Eligible

TOTAL NOT ELIGIBLE EXPENSES

27,009.70

50% 13,504.85

Total Expenses submitted 161,418.74

Not eligible (above) -27,009.70

ELIGIBLE EXPENSES 134,409.04

50% **67,204.52**

**ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT**

Regular City Council Meeting

Item No. 17.

Meeting Date: 07/14/2016

COMMITTEE: Finance

CONTACT: Monica Garcia

CHAIR: Caleb Grant

ACTION REQUESTED:

11th Annual Roswell Jazz Festival - Consider funding for the 11th Annual Roswell Jazz Festival in the amount up to \$5,000 of eligible expenses at 50% on a reimbursement basis.

BACKGROUND:

The 11th Annual Roswell Jazz Festival is scheduled for October 19-23, 2016. The event has been funded since 2010. This event features approximately 30 world class & regional jazz musicians over 5 days with approximately 13 events at various locations. The event estimates 900 attendees, which will include 120-150 from outside of Chaves County. The locations of the event will include the Courthouse lawn, Roswell Museum and Art Center, Anderson Museum of Contemporary Art, The Liberty, Peppers Bar and Grill, Pecos Flavors and others.

FINANCIAL CONSIDERATION (See Fiscal Impact below)

Lodgers' Tax fund

- Visitor Promotion
 - 11th Annual Roswell Jazz Festival – budgeted for FY 2017

LEGAL REVIEW:

Not applicable.

BOARD AND COMMITTEE ACTION:

The Occupancy Tax Board recommended funding for this event at their meeting on June 28, 2016. The Finance Committee recommended funding for this event at their meeting on Thursday, July 7, 2016.

STAFF RECOMMENDATION:

Council consideration of funding for the 11th Annual Roswell Jazz Festival in the amount of up to \$5,000 of eligible expenses at 50% on a reimbursement basis.

Attachments

Lodgers Tax 11th Jax Festival



CITY OF ROSWELL –SPECIAL EVENT LODGERS' TAX FUNDS – APPLICATION

NAME OF EVENT:

11th Annual Roswell Jazz Festival

DATE(S) OF EVENT: October 19-23, 2016

(application required 90 days prior to event)

NAME OF ORGANIZATION APPLYING FOR FUNDING:

Pecos Valley Jazz & Arts Festival, Inc DBA Roswell Jazz Festival (RJF)

DESCRIBE EVENT: The RJF features approx. 30 world class & regional jazz musicians over 5 days with approx. 13 events of which 5 are non-ticketed and 8 are ticketed. Venues range from small & intimate to large club like settings at local establishments. The weekend also includes educational seminars and outreach to school music programs and their students.

The Festival is known for the quality of musicians that perform. The number outside of Chaves Cty attendees has remained stable and/or grown each year. The RJF itself paid for approx. 93 motel room nights for musicians in 2015 in addition to those that were paid for by our out of town guests.

LOCATION OF EVENT: Various: Courthouse Lawn, RMAC, AMOCA, Liberty, Peppers, Pecos Flavors and others.

HOW WILL YOU ADVERTISE AND MARKET THE EVENT? Direct mailing to 800 which includes approx. 200 out of county, rack cards distributed to motels, restaurants, Visitors Bureau, surrounding communities and Jazz Festivals throughout the region. Ads in area/state newspapers, jazz event programs and ads in jazz periodicals with national distribution.

HOW WILL ATTENDANCE AND ORIGIN BE MEASURED? We encourage patrons to complete surveys that are at all events. Drawing is held for those participants who participate for full set of tickets for the next year's events. In addition, head counts and ticket sales.

ESTIMATED TOTAL # OF ATTENDEES:

900

EST. # ATTENDEES FROM OUTSIDE CHAVES CO.:

120-150

HAVE YOU DISCUSSED SPECIAL ROOM PACKAGES DURING YOUR EVENT WITH A ROSWELL LODGING FACILITY? Yes

WHAT PERCENTAGE OF YOUR MARKETING BUDGET WILL BE USED OUTSIDE OF ROSWELL?

47

%

WILL YOU HAVE A WEBSITE FOR YOUR EVENT? roswelljazzfestival.org (currently under going a facelift.)

EVENT WEBSITE (if applicable): roswelljazzfestival.org

LIST FULL AMOUNT OF MARKETING/ADVERTISING and OTHER ELIGIBLE EXPENSES ON PAGE 2.

REMEMBER: FUNDING IS PROCESSED ON A REIMBURSEMENT BASIS AT 50% OF ELIGIBLE EXPENSES UP TO THE AMOUNT APPROVED (a one-to-one match)

A REQUEST OF \$25,000 and up may require a signed contract with the City of Roswell.

PAID receipts for eligible expenses must be turned in for reimbursement.

Requested Funding must equal 50% or less of the Total Eligible Expenses listing on Page 2

AMOUNT REQUESTED \$ 5000.00

IF YOU ARE REQUESTING SPONSORSHIP, PERSONNEL OR EQUIPMENT FROM ANY CITY DEPARTMENT - COMPLETE ON PAGE 2.

RULES AND REGULATIONS

I UNDERSTAND THAT THESE ARE PUBLIC FUNDS AND THEY ARE TO BE ADMINISTERED ACCORDING TO STATE LAW AND CITY ORDINANCES, AND I AGREE TO SUBMIT A FOLLOW UP REPORT WITH A FINANCIAL STATEMENT WITHIN NINETY (90) DAYS FOLLOWING THE EVENT OR I MAY FORFEIT THE FUNDS AS WELL AS ELIGIBILITY FOR FUTURE FUNDING. I AGREE TO USE THE CITY LOGO AND/OR "PAID IN PART BY THE CITY OF ROSWELL LODGERS' TAX" ON ALL ADVERTISING, VERBAL OR WRITTEN. I UNDERSTAND THAT THIS APPLICATION CONSTITUTES A CONTRACT BETWEEN THE CITY OF ROSWELL AND THE ORGANIZATION TO RECEIVE THE FUNDS, SHOULD THE FUNDS BE APPROVED BY THE OCCUPANCY TAX ADVISORY BOARD AND THE CITY OF ROSWELL GOVERNING BODY. I UNDERSTAND FUNDING MAY BE DENIED OR THAT APPROVED FUNDING AMOUNTS MAY DIFFER FROM THE AMOUNT REQUESTED ON THE APPLICATION. I ALSO UNDERSTAND THAT THE DISBURSEMENT OF FUNDS IS ON A DRAWDOWN REIMBURSEMENT BASIS (matched by Lodgers' Tax at 50% up to the funded amount, a one-to-one match).

NAME (PRINT) OF APPLICANT MAKING REQUEST: Paula Grieves

SIGNATURE OF APPLICANT:

(SEND CHECK TO) ADDRESS / CITY / STATE / ZIP:

400 W. Third Street

Roswell

NM 88201

PHONE: 575-626-7952

CELL: 575-626-7952

E-MAIL: paulagrieves@yahoo.com

DATE SUBMITTED: 6-21-16

90 DAYS? (Y) N

TO BE PRESENTED AT MEETING ON: 6-28-16

➤ ATTACH TOTAL PROPOSED BUDGET FOR EVENT ALONG WITH A DETAILED ADVERTISING/MARKETING BUDGET.

➤ PLEASE FEEL FREE TO ADD ADDITIONAL PAGES, SAMPLES OF ADS OR BROCHURE ARTWORK.

➤ PLEASE PROVIDE ORIGINAL APPLICATION PLUS (+) 5 COPIES OF APPLICATION, ADDITIONAL PAGES AND /OR SAMPLES

➤ MAIL OR DELIVER TO CITY OF ROSWELL, c/o Lodger Tax Grant Request, 425 N RICHARDSON, (P O BOX 1838), ROSWELL, NM 88202-1838

* SEE MEETING SCHEDULE FOR APPLICATION DUE DATES. (These are "Received by" dates, not postmarked dates.) Revised Jan 7, 2016

NAME OF EVENT: Roswell Jazz Festival
DATE(S) OF EVENT: October 19-23, 2016
NAME OF ORGANIZATION: Pecos Valley Jazz Festival, Inc. DBA Roswell Jazz Festival

PROPOSED ELIGIBLE EXPENSES:

ELIGIBLE EXPENSES:	LOCAL AMOUNT	OUT -OF-TOWN AMOUNT	TOTAL AMOUNT	Out-of-Town %
NEWSPAPER	2,400.00	2,100.00	4,500.00	47
MAGAZINE		1,300.00	1,300.00	100
RADIO	1,138.00	1,722.00	2,860.00	60
TELEVISION	0.00	0.00	0.00	
INTERNET	600.00	400.00	1,000.00	67
PRINTING (brochures, posters, cards)	2,025.00	650.00	2,675.00	25
MAILING	975.00	320.00	1,295.00	25
T-SHIRTS (or other marketing items)	919.00	0.00	919.00	
SECURITY			0.00	
CLEAN UP (Sanitation)			0.00	
OTHER:			0.00	
SUB TOTALS	8,057.00	6,492.00	14,549.00	

TOTAL ELIGIBLE EXPENSES: \$ 14,549.00 (50% = \$ 7,274.50) *\$5000.00 PKG*
list the 50% or less as the amount requested on page 1.

IF YOU ARE REQUESTING SPONSORSHIP FROM A CITY OF ROSWELL DEPARTMENT – COMPLETE THE FOLLOWING:

DEPARTMENT	TYPE OF SPONSORSHIP	ESTIMATED COST	*City use only*
Public Affairs Dept.	Advertising	10,000.00	

IF YOU ARE REQUESTING CITY EMPLOYEES – PLEASE COMPLETE THE FOLLOWING:

DEPARTMENT	TYPE OF WORK REQUESTED	# OF EMPLOYEES	DATES/TIME REQUIRED	TOTAL HOURS
Streets-	electrical cord run to courthouse lawn & 4th street blocked	1 or 2?	8 a.m. in place 2 p.m. event completed	4
	This request is done in sync w/ application to County for use of Courthouse lawn			
None other at this time				

IF YOU ARE REQUESTING CITY EQUIPMENT – PLEASE COMPLETE THE FOLLOWING:

DEPARTMENT	TYPE OF EQUIPMENT	EST COST per day	# DAYS REQUIRED	TOTAL COST *City use only*
Not at this time				

Pecos Valley Jazz and Arts Festival Inc

2016 Budget

All Dates

*2016

2016 Budget

Revenue

4010 Grants

Govt Grants - Lodger's Tax 5,000.00

4105 Amazon Smiles Donations

4130 Membership 4,000.00

4140 Sponsors 45,000.00

4140 Sponsors - Corporate 40,000.00

4190 Program Ads 15,000.00

4195 Misc Income - Venues?? 1,200.00

4200 Events Income - Tickets 16,000.00

4300 Sales - Merchandise 2,500.00

Temporarily Restricted Donations

Total Revenue 128,700.00

Cost of Goods Sold

5100 Merchandise Expenses 1,000.00

5110 NM Gross Receipts Tax 1,000.00

5200 Musician Costs

Performances 26,200.00

School of Jazz 1,800.00

RMAC Block Party 500.00

Transportation 10,000.00

Motel 7,000.00

CD Sales 1,800.00

Total Cost of Goods Sold 49,300.00

Gross Profit 79,400.00

Expenditures

6100 Event Expenses

Audio Visual 1,000.00

Sound & Lighting 5,000.00

Venue Rental 1,800.00

Equip moving 1,500.00

Tuning 450.00

6200 Program Commission 6,750.00

6200 Program Printing 1,500.00

6310 Accounting 500.00

6320 Advertising Exp 9,000.00

6350 Bank Charges 300.00

6550 Dues & Subscriptions 350.00

6580 Gifts 400.00

6600 Insurance 2,538.00

6730 Meals and Entertainment 2,500.00

6735 Miscellaneous		
6750 Office Supplies	500.00	
6840 Postage	800.00	
6850 Printing	2,300.00	
6860 Raffle Costs		
6865 Rent or Lease	1,000.00	
Director's Salary/PR Taxes	36,000.00	
6875 Security		
6885 Supplies	300.00	
6900 Travel	2,500.00	
6980 Website	600.00	
Total Expenditures	<u>77,588.00</u>	<u></u>
Net Operating Revenue	1,812.00	
Other Ordinary Income		
Penalties & Settlements		
Net Revenue	<u>1,812.00</u>	<u>0.00</u>

Roswell Jazz Festival Advertising and Promotion Budget

Newspapers

Roswell Daily Rec.	2400.00	
Ruidoso News	<u>2100.00</u>	
		4500.00

Magazines

American Rag	420.00	
Alibi-ABQ	<u>900.00</u>	
		1320.00

*Radio

Majestic	1200.00	
MTD Radio	351.00	
KEDU-LP	200.00	
Pecos Valley Broadcasting	<u>1099.00</u>	
		2850.00

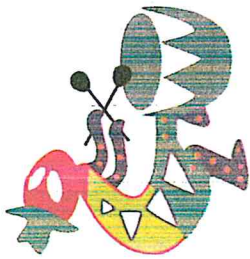
Internet	<u>400.00</u>	
	400.00	400.00

Mailings		
Newsletter	1300.00	1300.00

Printing		
Rack Cards	<u>250.00</u>	
Posters	250.00	
Banners	250.00	
Programs	<u>1950.00</u>	
	2700.00	2700.00

T-shirts	<u>900.00</u>	
	900.00	<u>900.00</u>

\$13970.00



2015 ANNUAL
ROSWELL
JAZZ
FESTIVAL
FEATURING
RICKY MALICHI 10TH ANNIVERSARY
GUEST OF HONOR

Welcome to the 10th Annual Roswell Jazz Festival! We feel privileged to attract some of the continent's finest jazz artists.

Please help us evaluate our publicity campaign to spend our limited advertising funds most effectively. Some of the information we collect with this survey is required by the City of Roswell and other entities from which we receive grants and other financial support that is vital to our continued success.

Every survey is entered into a drawing to **WIN TICKETS TO NEXT YEAR'S ROSWELL JAZZ FESTIVAL!** Every ticket holder may enter the drawing at each concert.

If you've already turned in a completed a survey earlier this Festival, you need only complete the area below as an additional entry in the drawing.

Name: _____
Phone: (____) _____
Email: _____
Address/PO Box: _____
City: _____ State: _____ Zip: _____

How did you learn about the 2015 Roswell Jazz Festival?
(Please mark all that apply and circle the one you felt made the greatest impact)

____ R/JF Website ____ Facebook ____ Google + ____ Twitter
____ Poster ____ Rack Card ____ R/JF Newsletter
____ Radio ad (which station?) ____
____ Newspaper (which ones?) ____
____ Magazine (which ones?) ____
____ Brochure (where found?) ____
____ Icon Cinema Before the Movie ad ____ Word of Mouth
How did you purchase your tickets for this venue?
____ Online ____ Telephone ____ At Stellar Coffee ____ At the door
Is this your first Roswell Jazz Festival? ____ Yes ____ No
If "No" how many previous Festivals have you attended?
Do you plan on attending next year's Festival? ____ Yes ____ No

If you're from out-of-town, please complete the boxed area:
(This is very important to us as it impacts our funding.)

From what city, state or country did you travel?
Will you be going back to your home city tonight? ____ yes ____ no
If you are not going home, are you staying at:
1. A hotel
2. An RV park
3. other-please explain
If you are staying the night, how many rooms will you get for your family and how many nights will you be staying:
of Rooms ____ # of nights ____
Did/will you eat at any restaurants in Roswell: ____ yes ____ no
Did/will you shop Roswell during your visit? ____ yes ____ no
Did you come to Roswell primarily for the Festival? ____ yes ____ no

Are you interested in serving on a committee or volunteering to help with next year's Festival? ____ Yes ____ No
If "Yes", what is your area of expertise? _____
Comments/Suggestions: _____

Thank you for completing this survey and good luck in the drawing! Please visit our advertisers and sponsors and thank them for their generous support of the Roswell Jazz Festival.

EVENT HISTORY Roswell Jazz Festival (aka: Pecos Valley Jazz Festival)

FY	2010	2011	2012	2013	2014	2014	2014	2015	2017	Total Paid
OTB Date	7/28/2009	8/3/2010	7/26/2011	8/28/2012	7/30/2013	6/24/2014	6/23/2015	6/28/2016		
Event Date(s)	10/9-10/11/09	10/8-10/10/10	10/7-10/9/11	10/11-10/14/12	10/10-10/13/13	10/8-10/12/14	10/7-10/11/15			
Requested Amount	2,000.00	2,000.00	2,500.00	2,500.00	3,500.00	3,700.00	5,000.00			
Granted Last Event	3,000.00	2,000.00	2,000.00	2,500.00	2,500.00	0.00	3,700.00	5,000.00		
Budgeted FY	2,000.00	2,000.00	2,500.00	2,500.00	2,500.00	0.00	3,700.00			
OTB Rec	2,000.00	2,000.00	2,500.00	2,500.00	2,500.00	3,700.00	5,000.00			
FIN Rec	2,000.00	2,000.00	2,500.00	2,500.00	2,500.00	3,700.00	5,000.00			
Council Rec	2,000.00	2,000.00	2,500.00	2,500.00	2,500.00	3,700.00	5,000.00			
Paid Out	2,000.00	2,000.00	2,500.00	2,500.00	2,500.00	3,700.00	4,308.77			19,508.77

Comments:

2014: Requested twice in FY 2014

2016: Did not appear before the OTB in time to use FY 2016 funding

2015 EVENT INFORMATION:

2015 Roswell Jazz Festival: October 9 - 11, 2015

Awarded Amount: \$5,000.00 Reimbursed Amount: \$4,308.77

1. Event Report (includes summarized survey information)
2. Lodgers' Tax Financial Report
3. Survey Information



CITY OF ROSWELL LODGERS' TAX FUNDS EVENT REPORT

NAME OF EVENT: 2015 Roswell Jazz Festival	
DATE(S) OF EVENT: October 9 - 11, 2015	
NAME OF ORGANIZATION SPONSORING EVENT: Pecos Valley Jazz & Arts Festival, Inc.	
NAME OF CONTACT PERSON Robert E. Willis	
MAILING ADDRESS: 400W Third St	
CITY/STATE/ZIP Roswell, NM 88201	
PHONE: (575) 623-3419	CELL PHONE: (575) 910-7929
E-MAIL ADDRESS (optional): rewillis@cableone.net	

REPORT ON THE OUTCOME OF THE EVENT:

This year's Festival, the 10th anniversary of the RJF, was the strongest so far, with all the previous guests of honor returning to perform and lead sets. Like last year, we started on Thursday. Chuck Redd led a blues set at Pecos Flavors; then the music moved across the alley to The Liberty. After a couple traditional jazz sets, the crowd was entertained by The Jason Roberts Band performing western swing, which introduced some new people to our festival. Friday through Sunday the schedule was the same as last year with the evening music moved to The Liberty. The youth outreach visited Roswell High, Sierra MS, and a packed auditorium at Berrendo MS. Saturday afternoon John Cocuzzi led a blues set on the outdoor stage at the Block Party	+
---	---

DESCRIBE ADVERTISING USED and IMPACT ON BRINGING VISITORS TO ROSWELL: (Attach copies or photos)

We continued the online advertising started last year. We advertised less in the RDR, and expanded our print and radio messages to more outlets (see Advertising Analysis). Several Festival fans distributed posters, rack cards, & newsletters to El Paso, Albuquerque, Amarillo, & other cities. We spread work through social media and tourism related web sites. Our attendees came from states other than New Mexico	+
---	---

WHAT WAS ESTIMATED VISITOR ATTENDANCE? 64 patrons + 38 musicians = 102 that we knew of - could be more. See attached survey results.
--

HOW WAS IT MEASURED? Online and event ticket sales, head counts, and surveys.	+
---	---

WHAT WAS THE ESTIMATED HOTEL/MOTEL, LODGING IMPACT? Musicians alone totaled 86 room-nights. At least 64 people came from out of town but we don't know how many nights they stayed as few people fill out surveys, despite frequent encouragement to do so.

DO YOU PLAN TO REQUEST LODGERS' TAX FUNDS NEXT YEAR? Yes
--

ADDITIONAL REMARKS TO THE OTB: The RJF Committee members appreciate the enthusiastic support we have received from the City of Roswell. We thank you for your support in bringing world-class jazz music and education to Roswell. Our Festival is now well known throughout the jazz world. I think that the move from the Sally Port to The Liberty was appreciated by the majority, though not all, of the patrons.	+
---	---

SIGNATURE:	DATE:
------------	-------

- Attach copies or photos (see policy for documentation details) of advertising used.
- Provide sample of event survey used.
- Provide a complete summary of survey results for merchant, restaurant and lodging impact (how many room nights).
- Event Report is due ninety (90) calendar days following the last day of the event, an extension may be requested in writing if additional time is required due to unforeseen circumstances or emergency. (See policy for details.)

Last day of Event 10-11-15 Received date JAN 11 2016 days 90

2015 Roswell Jazz Festival Advertising Analysis

Local Print Advertising			
Roswell Daily Record		1,435.15	
		- 96.76	<i>worship in Jazz</i>
Regional/ National Print Advertising			<i>ad - not claimed</i>
NuCity Publications – Alibi	900.38	<u>1,338.39</u>	
The American Rag	448.00		
Ruidoso News/ Vamanos	675.83		
Albuquerque Publishing Co./Albuq. Journal	448.63		
		2,472.84	
Electronic Advertising			
Ruidoso News	325.87		
SEO-Alien	400.00		
		725.87	
Radio Advertising			
Majestic Communications	1,200.00		
Pecos Valley Broadcasting	1,010.46		
KEDU-LP	200.00		
		2,410.46	
Movie Advertising			
Before The Movie – Icon Theater		1,300.00	
Miscellaneous			
Southwest Printers – souvenir programs	1,450.40		
Southwest Printers – posters, rack cards, Banners, newsletter	1,528.19		
		<u>2,978.59</u>	
Total		11,322.91	
		<u>11,226.15</u>	

Roswell Jazz Festival 2015 Budget & Actual		
thru 12/12		
<u>INCOME</u>	2015 Budget	2015 Actual
Sponsorships - General	30,000.00	44,000.00
Grants - various	3,000.00	4,000.00
Lodger's Tax Grant	3,700.00	3,700.00
Ticket Sales	19,000.00	14,762.20
Ad Revenue - Program	12,350.00	13,395.65
Venue Support		1,000.00
Membership Drive	2,500.00	4,035.00
CD Sales (less sales tax)	2,400.00	1,698.30
T-shirts. Green bags, Mugs	800.00	590.00
Worship in Jazz	350.00	1,017.60
Sales Tax Liability	1,000.00	1,127.29
Redeposit cash box change		430.00
Miscellaneous		361.76
Apply Beck Foundation grant	2,500.00	
<i>Total Income</i>	77,700.00	90,117.80
<u>EXPENSES</u>	2015 Budget	2015 Actual
Artist Services	30,000.00	32,150.20
Transportation	10,000.00	10,380.96
Hotel Rooms	6,500.00	6,701.88
Equipment & Services	8,500.00	9,667.79
Venues	400.00	2,223.25
Complimentary Tickets	500.00	248.00
Music Director - Scouting	2,500.00	2,300.00
Catering - VIP, Anderson	3,500.00	2,068.62
Gumbo Lunch - Catering	1,000.00	0.00
Insurance & Security	2,400.00	1,799.00
Advertising - Media & Other	10,000.00	9,134.98
Printing - Ads & Other	1,300.00	2,086.14
Souvenir Programs	9,000.00	9,460.40
Newsletters/Direct Mail Ads	500.00	570.64
Sales Tax Expense	1,000.00	1,127.29
T-Shirts	1,000.00	919.13
Website Maintenance	600.00	600.00
General Administration	500.00	799.03

Membership Drive, mailings & premiums	650.00	731.49
Purchase Cash Box Change		430.00
CD Sales - Paid to Artists	2,000.00	1,560.05
Miscellaneous(500 Eddie&Ricki/Chmb membrshps/std glass/Nambe ware)	500.00	1,511.35
Accounting Services	560.00	26.78
Paper Stmt Service Charge	60.00	26.80
Credit Card Charges	400.00	
<i>Total Expense</i>	93,370.00	96,523.78
Profit or < Loss >	<15,670.00>	-6,405.98

2015 Survey Results

See addendum

[illegible]

Addendum to Survey Results:

**From where did you travel?

Oklahoma City, OK 2

Portland, OR 1

Hobe Sound, FL 2

Northport, MI 2

Colorado

Southfork 2

Durango 1

Broomfield 1

Texas:

Midland 4

Frisco 1

El Paso 5

Amarillo 2

Elgin 2

Burnett 1

Temple 1

Austin 1

Belton 1

Odessa 1

San Angelo 1

Sub-Total 64

Musician total 38

Total room nights 102

California

Bakersfield 2

San Francisco 1

California 1

New Mexico

ABQ 5

Alamogordo 2

Alto 6

Artesia 2

Carlsbad 1

Clovis 2

La Mesa 2

Las Cruces 2

Lincoln 1

Ruidoso 1

Santa Fe 3

Santa Teresa 1

Tularosa 2

Areas of expertise for serving on Jazz Committee

Help with ticket sales , programs etc 2

Advertising-posters & Tags (?) Amarillo 2

Art, Marketing, Organizational

Maybe publicity

Technology

Photography-maybe, no

Cooking for green room-Kathy C.

Organization where needed

Driving, cooking

Any

Community

Marketing

Comments-Suggestions

Advertising

It was good to see the blurb in the Sept or Oct "New Mexico"

Bigger posters

I'd like to see a more thorough coverage for every musician involved. There were omissions online & in brochure.

I didn't see near as many posters, etc for this year's event?

Musicians

no organ solos-his singing is good! and drop the held note! Kilgore, Pearson, Eddie great!

Loved the singing Vache, Manaco, Parrot. More VOCALISTS please! singing or just more singing by the great artists ???? playing!

LOVE it at the Liberty!!!

Every year since we first saw her we look for Eve Evans. Please bring her back. She is our all-time favorite!

Cocuzzi band was awesome today!

Mr. Monaco was excellent! As was Mr. Person!

The John Cocuzzi concert Saturday afternoon was great!!! Please do more!

Sound

No more than 3 mikes on stage way too loud!

I talked to several people who left because of too much sound!

Better sound system (*at Peppers*)

Better sound system at Peppers

Ticket sales

Ticket sales: Please help the internet person on dates, times, addresses (street & #s) etc

The pseudo ticket/receipts have only day of wk. Be more professional and literate.

Thx.

Venues

Put ice water pitchers on tables

Have someone there with gumption enough to shut the people up who are not there for the music

The venue this year is nice than at the Sally Port

More food selection at the Liberty

The Liberty location is great, It offers better sound better climate control, better staffing for food & beverage service, better atmosphere

We will get a bigger crowd (I think) if it's back to 10 am-11 am worship in jazz

Use Sally Port for events

Did not like the atmosphere at the Liberty. Please!!! move it back to the Sally Port!!!

The music is fine, but it would be nice if the wait staff would show up at your table occasionally.

Too many nites, too much to choose from, cut down

Bigger worship service. More music, more musicians, less talk. Coordinate with local churches.

I love the Sunday Jazz service. In the past there were choirs from several churches with director of Ms Norfor & another choir (???) John Fuss that added a lot. I think this service is an important part of the weekend. Please continue it. I attend several performances & always look for to Sunday.

Keep having this at The Liberty rather than Sally Port

Miss Sally Port, but it was still good at the liberty

Truly unifying, spiritual experience for an 89 year's old

Softer seats at Liberty

Love the new venue...should have carafes of water on each table.

Padded seats at Liberty Center for longer lasting events.

Great location

Thank you for offering a BLUES event!

Website

Website for venue locations was "under construction was not clear that you could reserve seats at Liberty on Thursday

Improve website with more info for out-of-towners e.g. lodgings, transportation, logistics

General

Beautiful Town, people are very friendly (*El Paso*)

Fabulous

Really enjoyed it

Excellent

My brother-in-law Mike Francis is the organizer & we love this festival is awesome!

Great Festival!

A chance to know & meet the performers.-Roswell Friendly!

Nice talents Gotta be in with the in-crowd to feels at home! Music is the universal language (from Michigan)

;-) (Smiley face)

Great Music!!! (*From a 20 something year old*)

Always enjoy it!

You always have a great festival keep it up

Had fun great time

Great-Gets better-each year!!!!!!!!!!!!-----

Wonderful @ year we've attended!

Always a joy to come to the Festival!

Too many nights, too many venues. If this was just for the 10th anniversary, fine. But otherwise, suggest pulling back some & focus on core expectations of audience.

open bar

Thank You!

**ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT**

Regular City Council Meeting

Item No. 18.

Meeting Date: 07/14/2016

COMMITTEE: N/A

CONTACT: Sharon Coll

CHAIR: N/A

ACTION REQUESTED:

Consider approval of the minutes from the June 9, 2016 Regular City Council meeting and the Special City Council meeting on June 16, 2016.

BACKGROUND:

Minutes from the June 9, 2016 Regular City Council meeting and minutes from the Special City Council meeting on June 16, 2016.

FINANCIAL CONSIDERATION (See Fiscal Impact below)

Not applicable.

LEGAL REVIEW:

Not applicable.

BOARD AND COMMITTEE ACTION:

Not applicable.

STAFF RECOMMENDATION:

Council consideration of the minutes from the June 9, 2016 Regular City Council meeting and minutes from the Special City Council meeting on June 16, 2016.

Attachments

Regular City Council minutes June 9, 2016

Special City Council minutes June 16, 2016

DRAFT

Regular Meeting of the Roswell City Council Held in the Bassett Auditorium at the Roswell Museum and Art Center

Thursday, June 9, 2016 at 6:00 p.m.

The meeting convened with Mayor Kintigh presiding and Councilor Mackey participating by telephone.

Present: Councilor Savino Sanchez; Councilor Jason Perry; Councilor Barry Foster; Councilor Jeanine Best; Councilor Steve Henderson; Councilor Caleb Grant; Councilor Natasha Mackey; Councilor Tabitha Denny; Councilor Juan Oropesa; Councilor Art Sandoval; Mayor Dennis Kintigh

Councilor Best led in the Pledge of Allegiance and Councilor Sanchez in Prayer.

Notice of this meeting was given to the public in compliance with Sections 10-15-1 through 10- 15-4 NMSA 1978 and Resolution 15-56.

Councilor Sanchez moved to approve the agenda for the June 9, 2016 regular City Council meeting as presented and to include the Addendum. Councilor Mackey was the second. A voice vote was 9-1 with Councilor Perry voting no and Councilor Mackey participating by telephone.

FOR THE RECORD: Boy Scouts Troop 65 and Scout Master Marcus Badger were present to earn their Citizenship in the Community Badge.

NON-ACTION ITEMS (Information Items)

1. **Presentation - Information Technology update.** Mr. Goldstrom gave an update on Information Technology. Building the network began July 2015 with City Hall and the annex building. All old cabling was removed and replaced with Category 6 cabling and has been tested. All network equipment has been removed and upgraded. Other Information Technology items in progress include: online utility bill pay, employee self service upgrade, Municipal Court software upgrade, the new City website and Agenda/Vote-Lynx software training.

PUBLIC PARTICIPATION ON AGENDA ITEMS

Participants are mentioned on each item.

PUBLIC HEARING(S)

2. **To hold a public hearing and vote on the transfer of ownership of Liquor License No. 0033 with package sales from Lawrence Brothers to United Supermarkets, LLC, d/b/a Albertson's Market.**

Motioned by Councilor Barry Foster, seconded by Councilor Art Sandoval

Mr. Zarr discussed the transfer of ownership of Liquor License No. 0033 with package sales from Lawrence Brothers to United Supermarkets, LLC, d/b/a Albertson's Market. Albertson's Market is located at 900 W. 2nd Street, Roswell, N.M. and the application number is 995077.

IN FAVOR: Lee Sides

OPPOSED: None

A roll call vote was as follows: Savino Sanchez-no, Jason Perry-yes, Barry Foster-yes, Jeanine Best-yes, Steve Henderson-yes, Caleb Grant-yes, Natasha Mackey-yes, Tabitha Denny-yes, Juan Oropesa-yes and Art Sandoval-yes.

Vote: 9 - 1 Passed

With Councilor Sanchez voting no and Councilor Mackey participating by telephone.

3. **Proposed Ordinance 16-10 - To hold a public hearing and vote on the adoption of Proposed Ordinance 16-10 amending Section 17-1 of the Roswell City Code the Park Improvement Curb Frontage Fees.**

Motioned by Councilor Tabitha Denny, seconded by Councilor Caleb Grant

Mr. Phillips discussed Proposed Ordinance 16-10 stating that Section 17-1 of the Roswell City Code currently requires that half of the funds paid into the City parks curb frontage fee fund be utilized for the acquisition of park land and the other half utilized for park improvements. The proposed amendment will allow the City greater flexibility in utilizing the funds.

FOR THE RECORD: Councilor Perry confirmed with staff that the fee fund would not be utilized for daily maintenance.

IN FAVOR: None
OPPOSED: None

A roll call vote was as follows: Savino Sanchez-yes, Jason Perry-yes, Barry Foster-yes, Jeanine Best-yes, Steve Henderson-yes, Caleb Grant-yes, Natasha Mackey-yes, Tabitha Denny-yes, Juan Oropesa-yes and Art Sandoval-yes.

Vote: 10 - 0 Passed

With Councilor Mackey participating by telephone.

4. **Proposed Ordinance 16-11 - To hold a public hearing and vote on the adoption of Proposed Ordinance 16-11 that would amend Article VI of Chapter 10 of the Roswell City Code by adding a new Section 10-59, entitled "Educational Neglect of a Child".**

Motioned by Councilor Jason Perry, seconded by Councilor Art Sandoval

Mr. Zarr discussed Proposed Ordinance 16-11 that would amend Article VI of Chapter 10 of the Roswell City Code by adding a new Section 10-59, entitled "Educational Neglect of a Child". Elements of the offense are the following: failure of a parent, guardian or custodian of a child under 13, who knowingly or through neglect, causes, allows or fails to prevent the absence of the child from school without an excuse for more than 10 days during any school year is guilty of educational neglect of a child. Citations would be issued if charges are filed - the parent would not be arrested. Educational Neglect would be a petty misdemeanor. This would be a further means of addressing parental educational neglect in addition to that provided under state law.

IN FAVOR: None
OPPOSED: None

A roll call vote was as follows: Savino Sanchez-yes, Jason Perry-yes, Barry Foster-no, Jeanine Best-yes, Steve Henderson-no, Caleb Grant-yes, Natasha Mackey-no, Tabitha Denny-no, Juan Oropesa-no and Art Sandoval-yes.

Vote: 6 - 5 Passed

With Mayor Kintigh voting yes due to a tie vote and Councilor Mackey participating by telephone.

5. **Proposed Ordinance 16-12 - To hold a public hearing and vote on the adoption of Proposed Ordinance 16-12 which would amend various sections of the Zoning Ordinance that pertains to construction and maintenance of parking lots and loading zones.**

Motioned by Councilor Jason Perry, seconded by Councilor Caleb Grant

Mr. Morris discussed Proposed Ordinance 16-12 stating that while the Zoning Code calls out standards for the construction of parking lots and loading zones, there are no provisions for the maintenance of these same property features. The proposed text amendments are being offered in order to address the need to maintain parking lots in order to enhance public safety by reducing trip hazards and limiting unsafe vehicular movements due to a lack of striping.

IN FAVOR: None
OPPOSED: None

A roll call vote was as follows: Savino Sanchez-yes, Jason Perry-yes, Barry Foster-yes, Jeanine Best-yes, Steve Henderson-yes, Caleb Grant-yes, Natasha Mackey-yes, Tabitha Denny-yes, Juan Oropesa-no and Art Sandoval-yes.

Vote: 9 - 1 Passed

With Councilor Oropesa voting no and Councilor Mackey participating by telephone.

6. **Proposed Ordinance 16-13 - To hold a public hearing and vote on the adoption of Proposed Ordinance 16-13 which would amend various sections of the Zoning Ordinance that pertains to sanitation dumpsters, grease bins and enclosure requirements.**

Motioned by Councilor Jason Perry, seconded by Councilor Art Sandoval

Mr. Morris discussed Proposed Ordinance 16-13 which would amend various sections of the Zoning Ordinance that pertains to sanitation dumpsters, grease bins and enclosure requirements. The proposed text amendments are being offered in order to be able to better secure dumpsters and trash, while enhancing the aesthetics of the City.

IN FAVOR: None
OPPOSED: None

A roll call vote was as follows: Savino Sanchez-yes, Jason Perry-yes, Barry Foster-yes, Jeanine Best-yes, Steve Henderson-yes, Caleb Grant-yes, Natasha Mackey-yes, Tabitha Denny-yes, Juan Oropesa-yes and Art Sandoval-yes.

Vote: 10 - 0 Passed

With Councilor Mackey participating by telephone.

CONSENT ITEMS

Bids and RFP's

7. **Consider approval of RFP-16-007 to authorize staff to negotiate and the City Manager to execute a contract with Superior Ambulance to provide emergency transport services for two (2) years with the option to extend for two (2) one (1) year extensions.** RFP-16-007 was released for competitive bid on April 3, 2016. Bids closed on May 3, 2016, and the City received two (2) bids. An evaluation committee consisting of the City, County and Medical Director evaluated each bid and scored them based on the ability to meet the needs of the community, experience providing emergency medical transport services, practicability of system proposed and familiarity with local community.
8. **Consider rejecting all bids pursuant to RFP 16-001 Municipal Animal Control Operations (re-bid).** This bid exceeded the \$178,868 budgeted for contract services. New Mexico Pet Alive proposed \$150 per animal brought into Animal Control and based on 5000 animals per year intake that would equate to \$750,000 per year.
9. **Consider approval of award RFP 16-006 and to authorize staff to negotiate and the City Manager to execute a professional services agreement with Armstrong Consultants, Inc. for On-Call Engineering Services.** The cost of services is based on the scope of work for the project. Projects over \$100K require a detailed fee/cost analysis and an Independent Fee Estimate by a third party. The general review standard by the FAA and industry is whether the total fee proposal is within 10% of the Independent Fee Estimate.
10. **Consider approval to extend the contract with Forrest Fleet to provide Fleet maintenance and repair to City fleet.** In 2014 the contract extension proposed reducing the administrative fee from \$7,500 per month to \$5,000 and reducing the hourly rate from \$43 to \$40 per hour. The City agreed to these changes in the contract.
11. **Consider approval of the purchase of phased communication system on State of New Mexico General Services Department Statewide Price Agreement 60-000-15-00019AH.** In August 2015 the Roswell/Chaves County Emergency Manager applied for and was awarded a State Homeland Security Grant for the upgrade of the county wide communication system. During this process a consultant was hired to evaluate and determine the needs of inoperable communications county wide as a result of the FCC mandated narrow banding at the end of 2012. This item would allow for the purchase 11 repeaters, 475 portables, 475 VHF Helical antennas, 475 Li-ion 2600 mAh batteries, 475 single unit rapid chargers, 475 license keys for P25 conv, 475 programming for each radio and 8 mobiles. The City and County received a grant in the amount of \$780,000 with the City being the fiscal agent of these funds. The emergency manager will continue to pursue such grants to continue the phased approach to complete this project.

RIAC Leases

12. **Consider approval to authorize a new lease agreement with Cactus Transport, LLC, an Arizona Corporation, on an area of land and the gate house which are a portion of the fenced tank farm.** Cactus Transport, LLC, leases the land and the gate house for the purpose of truck and trailer parking. 43,560 square feet. Rent amount is \$350 monthly; \$4,200 annually. Cactus Transport, LLC, rent amount is \$350 monthly; \$4,200 annually. Term: July 1, 2016 through June 30, 2017.
13. **Consider approval to authorize the renewal of the current lease agreement of Charles R. Murphy, II, an individual, on Building No. 255 and a fenced area.** Charles R. Murphy, II, leases the building and fenced area for the purpose of storage. 1,344 square feet. New rent amount is \$189 monthly; \$2,268 annually. Rent adjustment is 2.72%. Charles R. Murphy, II, has been a customer since July 2011. David L. Partain leases the building for the purpose of aircraft storage and maintenance. 1,175 square feet. New rent amount is \$179 monthly; \$2,148 annually. Rent adjustment is 2.29%. David L. Partain has been a customer since July 2002. Charles R. Murphy, II, new rent amount is \$189 monthly; \$2,268 annually. Rent adjustment is 2.72%. Term: July 1, 2016 through June 30, 2017.
14. **Consider approval to authorize the renewal of the current lease agreement for David L. Partain, an individual, on "T" Hangar No. 120, Space 1.** David L. Partain leases the building for the purpose of aircraft storage and maintenance. 1,175 square feet. New rent amount is \$179 monthly; \$2,148 annually. Rent adjustment is 2.29%. David L. Partain has been a customer since July 2002. David L. Partain new rent amount is \$179 monthly; \$2,148 annually. Rent adjustment is 2.29%. Term: July 1, 2016 through June 30, 2017.
15. **Consider approval to authorize the renewal of the current lease agreement for Walker Aviation Museum Foundation, on office area in Building No. 1 located inside the front entrance to the Terminal and the office area across and west of this location.** Walker Aviation Museum Foundation leases the office spaces for the purpose of operating a museum associated with the former Walker Air Force Base. 456 and 930 square feet respectively. New rent amount is \$259 monthly; \$3,108 annually. Rent adjustment is 2.70% and 2.47% respectively. Walker Aviation Museum Foundation has been a customer since July 2010. Walker Aviation Museum Foundation new rent amount is \$259 monthly; \$3,108 annually. Rent adjustment is 2.70% and 2.47% respectively. Term: July 1, 2016 through June 30, 2017.

16. **Consider approval to authorize the renewal of the current lease agreement for Veterinarians Outlet of NM, Inc., a New Mexico Corporation, on a portion of Building No. 112A.** Veterinarians Outlet of NM, Inc., leases a portion of the building for the purpose of storing such items as soaps, sanitizers, and detergents associated with the dairy industry. 9,753 square feet. New rent amount is \$1,491 monthly; \$17,892 annually. Rent adjustment is 2.47%. Veterinarians Outlet of NM, Inc., has been a customer since June 2006. Veterinarians Outlet of NM, Inc., new rent amount is \$1,491 monthly; \$17,892 annually. Rent adjustment is 2.47%. Term: July 1, 2016 through June 30, 2016.

Resolution(s)

17. **Resolution 16-37 - Weeds.** The cleanup of approximately ninety two (92) separate properties within the City.
18. **Resolution 16-38 - Condemnations.** The removal or demolition of five (5) dilapidated structures.

Lodger's Tax Request

19. **Consider funding of Lodgers' Tax for the 15th Annual Bitter Lake National Wildlife Refuge Dragonfly Festival in the amount of \$1,000.** The 15th Annual Dragonfly Festival is scheduled for September 10-11, 2016. The event has been funded since 2008. This event offers dragonfly tours, bird tours and crafting events for kids. The total number of expected attendees is 1,200, which will include 400 from out-of-town. The location of the event is the Bitter Lakes National Wildlife Refuge.

Minutes

20. Consider approval of the minutes from the May 12, 2016 Regular City Council meeting and the May 23, 2016 Special City Council meeting.

NEW BUSINESS / REGULAR ITEMS

Resolution(s)

21. **Resolution 16-39 -To discuss and consider whether the City should apply for a governmental liquor licenses for the RIAC and Nancy Lopez Golf Course at Spring River, and / or to give City staff appropriate direction on whether to proceed to file such applications as set forth in Proposed Resolution 16-39.**

Motioned by Councilor Tabitha Denny, seconded by Councilor Caleb Grant

Mr. Phillips discussed Resolution 16-39 stating it would authorize the City to apply for governmental liquor licenses for the RIAC and the Nancy Lopez Golf Course at Spring River. City staff is asking the Council to consider whether the City should apply for governmental liquor licenses for these facilities. Offering alcoholic beverages would provide an additional amenity to customers. The City would contract operations with lessee who would be licensed as dispensers.

Vote: 8 - 2 Passed

With Councilors Perry and Sanchez voting no and Councilor Mackey participating by telephone.

22. **Resolution 16-40 - Consider approval of Resolution 16-40 which would require the City to maintain its parking lots to the same standards imposed upon private businesses.**

Motioned by Councilor Jason Perry, seconded by Councilor Steve Henderson

Mr. Morris gave a presentation on Resolution 16-40. Municipalities in general are not subject to their own zoning ordinances. The City is considering the adoption of new maintenance standards for parking lots as part of the Roswell Zoning Ordinances. Proposed Resolution 16-40 would require the City to begin to develop a plan to identify and address the repair and maintenance of City owned parking lots to comply with the same standards that would be required by ordinance of the private sector.

Vote: 9 - 1 Passed

With Councilor Oropesa voting no and Councilor Mackey participating by telephone.

23. **Resolution 16-41 - Consider approval of Resolution 16-41 which would adopt the City of Roswell Affordable Housing Plan.**

To view the [Affordable Housing Plan CLICK HERE.](#)

Motioned by Councilor Savino Sanchez, seconded by Councilor Tabitha Denny

Mr. Morris discussed Resolution 16-41 stating the intent of this plan is to identify housing needs and barriers to housing development within the City of Roswell and propose goals and implementation steps aimed at addressing these needs. The plan is divided into the following chapters:

- Community and Housing Profile
- Housing Needs Assessment
- Land Use & Policy Review
- Goals, Policies and Objectives

Goal 1. Adopt affordable housing plan and ordinance and monitor implementation.

Goal 2. Pursue development of additional affordable rental and ownership housing.

Goal 3. Promote development of affordable single family and other types of housing on vacant infill lots.

- Goal 4. Facilitate the rehabilitation and maintenance of existing housing in the City.
- Goal 5. The City will ensure that local housing protects the health safety & welfare of residents & their neighbors.
- Goal 6. Pursue Zoning Code changes.
- Goal 7. Continue to maintain City Infrastructure.

In order for the City to be able to directly engage in assisting in developing and maintaining an affordable housing program, the City will need to prepare and adopt an Affordable Housing Ordinance which specifically outlines what the City is willing to do to foster affordable housing production.

Vote: 10 - 0 Passed

With Councilor Mackey participating by telephone.

Request(s)

FOR THE RECORD: Councilor Mackey left the meeting at 7:50 p.m.

24. **Proposed Ordinance 16-14 - Consider advertisement for a public hearing on Proposed Ordinance 16-14 which would repeal the Community Improvement Commission.**

Motioned by Councilor Jason Perry, seconded by Councilor Barry Foster
Mr. Zarr discussed Proposed Ordinance 16-14. Based on direction provided by the City Council following a review of the Boards, Committees and Commissions, at the March 18-19, 2016 Retreat, Proposed Ordinance 16-14 would amend Article IV of Chapter 2 of the Roswell City Code, by repealing Sections 2-131, 2-132, and 2-133, entitled "Community Improvement Commission". The functions of the Community Improvement Commission are largely covered by other City boards, commissions, and staff, so that the functions of the Commission largely duplicate those of other boards and City staff. The City has also experienced a lack of interest by residents in being appointed to the Commission, to the point where filling the membership of the Commission with persons who are not employees of the City has not been achievable.

Vote: 9 - 0 Passed

With Councilor Mackey being absent.

25. **Proposed Ordinance 16-15 - Consider advertisement for a public hearing on Proposed Ordinance 16-15 which would repeal the Behavioral Health Commission.**

Motioned by Councilor Jason Perry, seconded by Councilor Art Sandoval
Mr. Zarr discussed Proposed Ordinance 16-15. The Proposed Ordinance would amend Section 2-44 of the Roswell City Code to assign review of behavioral health issues to the Public Safety Committee. The Commission on Behavioral Health has been inactive for a number of years, and issues concerning behavioral health can be effectively addressed by the Public Safety Committee as a standing committee of the Roswell City Council, since the Police and Fire Departments are the City departments most experienced with those individuals who have behavioral health issues through regular encounters with such individuals. The functions of the Commission of Behavioral Health are largely duplicated by the various City departments and staff, so that the elimination of the Commission will not adversely affect the City on issues concerning behavioral health. City departments are also able to coordinate efforts with other governmental agencies concerning behavioral health issues which exist or arise within the community, as well as seeking and contracting for expertise and advice in behavioral health issues from experts. The amendment is based on direction provided by the City Council following a review of the Boards, Committees and Commissions, at the March 18-19, 2016 Retreat.

Vote: 9 - 0 Passed

With Councilor Mackey being absent.

26. **Proposed Ordinance 16-16 - Consider advertisement for a public hearing on Proposed Ordinance 16-16 which would amend the Roswell Zoning Ordinance (Ordinance 10-02) to add accessory retail as a special use in the R-S district.**

Motioned by Councilor Jason Perry, seconded by Councilor Barry Foster
Mr. Morris gave a presentation on Proposed Ordinance 16-16. Staff has determined that the rural - suburban (R-S) Zoning District could benefit from the addition of limited accessory retail use that would be incidental to the primary allowable use.

1. The size would be limited to no more than 1,000 square feet of interior space and 2,000 square feet of outdoor space; and,
2. This use must be accessory to a permitted use onsite.
3. The products sold shall be limited to those associated with homemade food and craft products and collectables.
4. There shall be a minimum of five parking spaces which may remain unpaved.
5. This use would need to be approved by the Planning and Zoning Commission as part of the Special Use process.

Vote: 9 - 0 Passed

With Councilor Mackey being absent.

27. **Proposed Ordinance 16-17 - Consider advertisement for a public hearing on Proposed Ordinance 16-17 which would adopt the City of Roswell Master Plan, Wayfinding Plan and the MRA (Metropolitan Redevelopment Area) Plan.**

[To view the Master Plan CLICK HERE](#)

[To view the Roswell Wayfinding Plan CLICK HERE](#)

[To view the RR District MRA Plan CLICK HERE](#)

Motioned by Councilor Jeanine Best, seconded by Councilor Art Sandoval

Mr. Morris discussed Proposed Ordinance 16-17 stating the ordinance incorporates 3 separate but related plans. The Master Plan provides guidance for the entire City. The Wayfinding Plan provides policies and direction concerning creating better signage and wayfinding thru-out the downtown area, and the MRA Plan is a redevelopment plan for the Railroad district which is located between Virginia Avenue and Railroad Street, from 2nd Avenue to 8th Avenue.

Vote: 9 - 0 Passed

With Councilor Mackey being absent.

28. **Consider approval of award of the Museum Bridge Project to Vantage Engineering & Construction in the amount of \$82,361.37.**

Motioned by Councilor Jeanine Best, seconded by Councilor Steve Henderson

Mr. Najar discussed the Museum Bridge Project stating the Museum Bridge is in dire need of rehabilitation. Recommendation is to award work to Vantage Engineering and Construction for \$82,361.37 which is well within current budgeted amount. If awarded, Vantage will have to order the steel materials for the deck supports, which would be the main factor on when work would commence. Engineering will monitor weekly and keep in communication with the Museum.

Vote: 9 - 0 Passed

With Councilor Mackey being absent.

29. **Consider approval of award of the Sewer Manhole Rehabilitation Project 2016 to Corrosion Resistant Coatings for the amount of \$239,985.15.**

Motioned by Councilor Jeanine Best, seconded by Councilor Art Sandoval

Mr. Najar discussed the Sewer Manhole Rehabilitation Project. The recommended contractor is Corrosion Resistant Coatings in the amount of \$239,985.15 for 54 sewer manholes. The budgeted amount is \$250,000.

Vote: 9 - 0 Passed

With Councilor Mackey being absent.

30. **Consider approval of the appointment for the following boards/committees/commissions as recommended by Mayor Kintigh:**

- Roswell Museum and Art Center (four year term) Completing remaining current term that expires 3/31/2019
 - Position 3 - Cymantha Liakos

Motioned by Councilor Savino Sanchez, seconded by Councilor Barry Foster

Vote: 9 - 0 Passed

With Councilor Mackey being absent.

31. **Council consideration to appoint a member to the Southeastern New Mexico Community Action Corporation Board of Directors.**

Motioned by Councilor Savino Sanchez, seconded by Councilor Barry Foster

Mr. Polasek discussed the Southeastern NM Community Action Corp. stating it was founded in 1965. The public, non profit corporation provides services to residents in Chaves, Eddy, Lea, Lincoln and Otero counties. The services include: Head Start, senior transportation, home meal delivery, adult day care and others. Mr. Hubert Quintana, on behalf of SNMCAC, requests the City of Roswell to consider the appointment of Dr. Suzanne Berry or another qualified person to the SNMCAC Board of Directors. Dr. Berry is currently on the Board and would continue for a term of four years if re-appointed by the City. Dr. Berry worked as an instructor and Director of the Child Development Center at the ENMU-Roswell campus since 1985. Berry has a bachelor's degree from New Mexico State University, a master's degree from California State University at Long Beach and a doctorate.

Vote: 9 - 0 Passed

With Councilor Mackey being absent.

Closed Session

32. **Pursuant to NMSA 1978, § 10-15-1(H)(7), to discuss attorney-client privilege pertaining to threatened or pending litigation (claim of Jeanette Garza-Alvarez) in which the City of Roswell is or may become a participant. Pursuant to NMSA 1978, § 10-15-1H (2), to discuss limited personnel matters concerning the appointment of an Interim City Manager.**

Motioned by Councilor Savino Sanchez, seconded by Councilor Tabitha Denny

A roll call vote was as follows: Savino Sanchez-yes, Jason Perry-yes, Barry Foster-yes, Jeanine Best-yes, Steve Henderson-yes, Caleb Grant-yes, Tabitha Denny-yes, Juan Oropesa-yes and Art Sandoval-yes.

Vote: 9 - 0 Passed

The Council went into closed session at 8:32 p.m. with Councilor Mackey being absent.

Councilor Sanchez stated that for the record the Council was back at 9:45 p.m. and they had a closed session pursuant to NMSA 1978, § 10-15-1(H)(7), to discuss attorney-client privilege pertaining to threatened or pending litigation in which the City of Roswell is or may become a participant and NMSA 1978, § 10-15-1H (2), to discuss limited personnel matters concerning the appointment of an Interim City Manager; no action was taken and no votes made. A roll call was as follows: Savino Sanchez-yes, Jason Perry-yes, Barry Foster-yes, Jeanine Best-yes, Steve Henderson-yes, Caleb Grant-yes, Tabitha Denny-yes, Juan Oropesa-yes and Art Sandoval-yes with Councilor Mackey being absent.

New Business/Regular Item

33. **Council consideration of and vote on appointment of Interim City Manager.**

Motioned by Councilor Caleb Grant, seconded by Councilor Tabitha Denny
Mayor Kintigh recommended the appointment of Jonathan Phillips as Interim City Manager.

A roll call vote was as follows: Savino Sanchez-yes, Jason Perry-yes, Barry Foster-yes, Jeanine Best-yes, Steve Henderson-yes, Caleb Grant-yes, Tabitha Denny-yes, Juan Oropesa-yes and Art Sandoval-yes.

Vote: 9 - 0 Passed

With Councilor Mackey being absent.

PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

NONE

Adjournment

The meeting adjourned at 9:47 p.m.

Approved on this 14th day of July, 2016.



DENNIS KINTIGH, MAYOR

SHARON COLL, CITY CLERK

**Special Meeting of the Roswell City Council
Held in the Conference Room at City Hall**

Thursday, June 16, 2016 at 4:30 p.m.

Notice of this meeting was given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 15-56.

ROLL CALL

The meeting convened with Mayor Pro Tem Sanchez presiding; Councilors Best, Sanchez, Henderson, Foster, Grant and Denny present with Councilors Sandoval, Perry, Mackey, Oropesa and Mayor Kintigh being absent.

APPROVAL OF AGENDA

Councilor Best moved to approve the June 16, 2016 Special City Council meeting agenda as presented. Councilor Foster was the second. A voice vote was unanimous and the motion passed with Councilors Sandoval, Perry, Mackey, Oropesa and Mayor Kintigh being absent.

REGULAR ITEMS

Amendment to the lease agreement with I3 for building 1000 at the Roswell International Air Center. Mr. Zarr discussed the amendment to the lease agreement with I3 for building 1000 at the Roswell International Air Center.

FOR THE RECORD: Mr. Zarr passed out a substitute lease amendment packet which contains the final changes.

Councilor Grant moved to approve the amendment to the lease agreement with I3 for building 1000 at the Roswell International Air Center as presented. Councilor Denny was the second. A voice vote was unanimous and the motion passed with Councilors Sandoval, Perry, Mackey, Oropesa and Mayor Kintigh being absent.

Award for improvements to building 1000 at the Roswell International Air Center. Mr. Dillon discussed the repairs and improvements to be addressed in building 1000 at the Roswell International Air Center. Councilor Denny moved to approve the award for improvements to building 1000 at the Roswell International Air Center as presented. Councilor Best was the second. A voice vote was unanimous and the motion passed with Councilors Sandoval, Perry, Mackey, Oropesa and Mayor Kintigh being absent.

Award for contract emergency 48" water main repair at W. Country Club Road. Mr. Najar discussed the water leak. Four quotes were submitted for this project. Staff recommendation is to award the project to Adame Construction in the amount of \$99,330. Councilor Henderson moved to approve the award for contract emergency 48" water main repair at W. Country Club Road to Adame Construction in the amount of \$99,300. Councilor Grant was the second. A voice vote was unanimous and the motion passed with Councilors Sandoval, Perry, Mackey, Oropesa and Mayor Kintigh being absent.

ADJOURN

Meeting adjourned at 4:48 p.m.

Approved on this 14th day of July, 2016.

(City Seal)

DENNIS KINTIGH, MAYOR

SHARON COLL, CITY CLERK

DRAFT

**ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT**

Regular City Council Meeting

Item No. 19.

Meeting Date: 07/14/2016

COMMITTEE: Public Safety

CONTACT: Mike Mathews

CHAIR: Art Sandoval

ACTION REQUESTED:

Resolution 16-45 – Consider adoption of Resolution 16-45 authorizing the City Manager to enter into an agreement amending the Collective Bargaining Agreement with the Roswell Police Officers Association. (Sandoval/Mathews)

BACKGROUND:

The City Manager and administrative staff, along with the respective President and representatives of the Roswell Police Officers Association, have been collaborating over the past months to develop language amending their Collective Bargaining Agreement. The proposed amendments primarily focus on memorializing certain practices and policies currently in place while also addressing inadequacies as it relates to compensation for specialized service, on-call and uniform pay.

The attraction and retention of public safety officers are of the utmost importance to most communities in the United States, and Roswell is no different. The proposed amendments, while minimal in nature, offer some relief by addressing areas that had not been attended to in quite some time.

Roswell Police Officers Association:

Article 4.3 General Operation of Department Vehicle – Establishes existing policy for take home vehicles within the agreement for a period expiring June 30, 2018, with successive two (2) extensions unless written notice from either party to cease such inclusion following the completion of each term.

Article 29.5 Specialist Pay – Adds members of SWAT to those eligible for specialist pay. No other changes.

Article 29.6 Master Track Program – Instead of the use of a calendar day (ie. April 9th), revises certification periods, approval deadlines and effective dates on a quarterly basis for ease of tracking. No other changes.

Article 31.1 On-Call/Pager Pay – Increases on-call pay from \$25 per month to \$75 per month.

Article 36.1 Uniforms – Increases annual allowance for uniforms by \$50 per year from \$800 to \$850. The current amount has been unchanged for over ten years.

FINANCIAL CONSIDERATION (See Fiscal Impact below)

The overall costs associated with the proposed amendments is approximately \$30,000 made possible through reductions in various operating line items of the police department budget. Funding is already included in the approved fiscal year 2017 preliminary budget.

LEGAL REVIEW:

This item has been reviewed by the City's legal counsel.

BOARD AND COMMITTEE ACTION:

Public Safety Committee recommended approval (4-0) at their June 27, 2016 meeting.

STAFF RECOMMENDATION:

Council consideration of Resolution 16-45 authorizing the City Manager to enter into an agreement amending the Collective Bargaining Agreement with the Roswell Police Officers Association.

Attachments

Resolution 16-45

Agreement Collective Bargaining

RESOLUTION NO. 16-45

A RESOLUTION OF THE CITY OF ROSWELL, NEW MEXICO AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT AMENDING THE COLLECTIVE BARGAINING AGREEMENT WITH THE ROSWELL POLICE OFFICERS ASSOCIATION.

WHEREAS, the City currently partners with the Roswell Police Officers Association; and

WHEREAS, the purpose of the Collective Bargaining Agreement is to further promote harmonious relations within the City as we work together to enhance the level of service provided within our community; and

WHEREAS, representatives of the Roswell Police Officers Association have met with the City Manager and his administrative staff to cooperatively craft the proposed amendments to the Collective Bargaining Agreement as included herein as Attachment **A**; and

WHEREAS, the proposed amendments to the Collective Bargaining Agreement primarily focus on memorializing certain practices and policies currently in place while also addressing inadequacies as it relates to compensation for specialized service, on-call and uniform pay.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL, THE GOVERNING BODY OF THE CITY OF ROSWELL, NEW MEXICO hereby authorizes the City Manager to enter into an agreement amending the collective bargaining agreement with the Roswell Police Officers Association.

PASSED, ADOPTED, SIGNED AND APPROVED this 14th day of July, 2016.

Dennis Kintigh, Mayor

CITY SEAL

ATTEST:

Sharon Coll, City Clerk

AGREEMENT AMENDING COLLECTIVE BARGAINING AGREEMENT

The parties agree that in lieu of traditional negotiations in 2016, the parties have entered into this agreement. The Collective Bargaining Agreement (Agreement) between the City of Roswell, New Mexico ("City") and the Roswell Police Officers Association (RPOA) is amended by eliminating in its entirety Article 29.5, Article 29.6, Article 31.1 and Article 36.1, and replacing such language with the following, and adding new language to Article 4, all to read as follows:

**ARTICLE 4
PRODUCTIVITY/PROTECTION OF PROPERTY**

4.3 General Operation of Department Vehicle

(a) *The Policy (Number 115.001) - General Operation of Department Vehicle, shall be a part of this Agreement for a period expiring on June 30, 2018 with successive two (2) year extensions unless either party files written notice to cease such inclusion of the Policy as a part of the Agreement following the completion of each two (2) year term.*

**ARTICLE 29
COMPENSATION**

29.5 Specialist Pay:

Sworn personnel in "support" positions such as Technical Services Unit (TSU), Street Crimes/Intelligence, Criminal Investigations, Narcotics (SID), Administrative Support, Professional Standards, School Resource Officers and SWAT will, after three (3) consecutive years in the positions without any discipline above a "Letter of Reprimand" and fully qualified, to include the completion of advanced level training and State mandates, be eligible for \$100 a month as a specialist stipend. Disciplinary action will suspend the stipend for one (1) year.

**ARTICLE 29
COMPENSATION**

29.6 Master Track Program

An incentive based program where sworn members who have either an Associate's degree, Bachelor's degree, or accumulated college credit hours and years of military service and years of service with the City of Roswell can qualify for up to an eight percent (8%) increase in pay. To qualify, a member must request to participate in the Master Track Program in writing, successfully pass an annual physical and pass an annual fitness

test. The requirements of the program are set forth in policy. Individual results will determine the percentage of pay increase. Those wishing to participate must contact the Fitness Coordinator for full plan information and forms.

Employees who meet Master Track requirements and receive final approval for participation in the Master Track program from the Chief or his/her designee will receive the appropriate percentage increase in their pay using the following schedule:

Certification Period and Approval Deadline

January 1 through March 31

April 1 through June 30

July 1 through September 30

October 1 through December 31

Pay Increase Effective Date

First day of first full pay period in April

First day of first full pay period in July

First day of first full pay period in October

First day of first full pay period in January

Missed deadlines will cause employee's pay rate to go back to the step that does not include the Master Track percentage increase on the first day of the first pay period after expiration of the certification. The renewing employee will not be eligible for Master Track pay until the next applicable deadline assuming the recertification process is complete and the appropriate approvals received.

**ARTICLE 31
ON-CALL/PAGER PAY**

31.1 An employee who is required to remain on call or carry a pager will be compensated at a rate of *seventy-five (\$75.00)* dollars a month.

**ARTICLE 36
UNIFORMS**

36.1 Sworn Police Officers will receive an annual clothing allowance of \$850.00. This allowance is for the purchase, repair, and maintenance of uniforms, boots and equipment. This allowance will be paid in two (2) equal installments of \$425.00. The first installment will be made on the first pay period in January and the second installment will be made in the last pay period of June of each year for the term of the agreement.

IN WITNESS WHEREOF, THE parties to this Agreement have set their hands and seal this _____ day of _____, 2016

APPROVED:

President
Roswell Police Officer Association

Date

APPROVED:

Steve Polasek, City Manager
City of Roswell

Date

DRAFT

**ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT**

Regular City Council Meeting

Item No. 20.

Meeting Date: 07/14/2016

COMMITTEE: Finance

CONTACT: Monica Garcia

CHAIR: Caleb Grant

ACTION REQUESTED:

Resolution 16-46 - Council consideration of Resolution 16-46, authorizing the filing of an application with the New Mexico Department of Transportation (NMDOT) for funding assistance for Pecos Trails Transit for Federal Fiscal Year 2017-2018.(Grant/Garcia/Aragon)

BACKGROUND:

Funding assistance as administered through the NMDOT has been an important fiscal resource for the City for the past 23 years by providing matching funds for the operation of Pecos Trails Transit System. The Federal Transit Administration funds 80% of Pecos Trails' administrative and capital costs and 50% of operating costs. The State of New Mexico (NMDOT) administers the funding. The Transit system is a vital part of the City of Roswell carrying over 189,000 passengers this last year.

FINANCIAL CONSIDERATION (See Fiscal Impact below)

Mass Transit

- 20% Grant Match Admin
- 20% Grant Match Capital
- 50% Grant Match Operating

LEGAL REVIEW:

Not applicable.

BOARD AND COMMITTEE ACTION:

The Finance Committee recommend approval at their meeting on July 7, 2016.

STAFF RECOMMENDATION:

Council consideration of Resolution No. 16-46, authorizing the filing of an application with the New Mexico Department of Transportation (NMDOT) for funding assistance for Pecos Trails Transit for Federal Fiscal Year 2017-2018?.

Attachments

Resolution 16-46

RESOLUTION 16-46

AUTHORIZING THE FILING OF AN APPLICATION TO THE
NEW MEXICO DEPARTMENT OF TRANSPORTATION
FOR FUNDING ASSISTANCE FOR FEDERAL FY 2017-2018

WHEREAS, the State of New Mexico received federal funding through the New Mexico Department of Transportation from the Federal Transit Administration (FTA) under U.S.C. 5311; and

WHEREAS, the New Mexico Department of Transportation is authorized to administer this program and provide funding in assistance for local transportation programs; and

WHEREAS, the City of Roswell is interested in maintaining present transportation services needed residents of the City; and

WHEREAS, the City of Roswell supports this program; and proposes to provide local matching funds in the amount of \$784,405.86;

THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ROSWELL, New Mexico that the filing of an application to the New Mexico Department of Transportation for funding assistance for the continuation of local supplemental public transportation program for Federal Fiscal Year 2017-2018 is authorized. The City Manager is hereby authorized to act as the representative of the City of Roswell in the execution of this program.

ADOPTED, SIGNED AND APPROVED on this 14th day of July, 2016.

Dennis J. Kintigh, Mayor

ATTEST:

Sharon Coll, City Clerk

**ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT**

Regular City Council Meeting

Item No. 21.

Meeting Date: 07/14/2016

COMMITTEE: Public Safety

CONTACT: Mike Mathews

CHAIR: Art Sandoval

ACTION REQUESTED:

Public Safety Legal Services - the renewal of attorney Paul Sanchez's professional services agreement to provide public safety legal services. The agreement provides for three (3) renewals of one (1) year each. This would be the third and last remaining renewal option. (Sandoval/Mathews)

BACKGROUND:

Mr. Sanchez provides professional legal services to the Police Department on police related matters as well as code enforcement issues to other departments. He also serves as the City Prosecutor in municipal court. Among his other responsibilities as the City Prosecutor are to try cases before the Roswell Municipal Court, respond to motions filed in that court and appear and participate in hearings on those motions. He also represents the City in de novo criminal appeals before the district court which have been filed by defendants from convictions in the municipal court. Mr. Sanchez also represents the City before the district court in those cases where the competency of a defendant has been raised and transferred there by the municipal court.

The City has entered into a 90 day interim agreement with Mr. Sanchez to continue services pending approval of this renewal.

FINANCIAL CONSIDERATION (See Fiscal Impact below)

The total amount of the contract is \$108,000 plus gross receipts taxes, payable monthly out of the General Fund. This item has already been budgeted for fiscal year 2017.

LEGAL REVIEW:

The City Attorney has reviewed the renewal of the professional services agreement.

BOARD AND COMMITTEE ACTION:

The Public Safety Committee recommended approval at their meeting on June 27, 2016.

STAFF RECOMMENDATION:

Council consideration of the renewal of the professional services agreement between the City of Roswell and Attorney Paul Sanchez for public safety legal services.

Attachments

Paul Sanchez 1

Paul Sanchez (2)

Memorandum of Agreement for Interim Public Safety Legal Services

MEMORANDUM OF AGREEMENT (Agreement), dated June 14, 2016 between the City of Roswell, New Mexico ("City") and Paul Sanchez, ("NMML") of Arroyo Hondo, New Mexico, (Contractor) for interim legal services relating to public safety operations.

1. The City and Contractor entered in to a Contract for public safety legal services effective June 17, 2013, (the Contract), which was subsequently amended by amendment dated May 1, 2014.
2. The term of the Contract was for a period of one year beginning on June 17, 2013 and ending on June 16, 2014, with the option of the parties to renew the Contract for three (3) additional one-year terms.
3. The Contract has been subsequently renewed for two (2) additional one (1) year terms. The current term expires on June 16, 2016. The parties may opt to renew the term of the Contract for one (1) additional year.
4. Renewal of the Contract will be presented to the City Council for approval on July 14, 2016. During the interim period between June 17, 2016 and approval of renewal by the City Council, the Contractor has agreed to continue to provide public safety legal services on the same terms and conditions set forth in the Contract.
5. The City agrees to continue to pay for the Contractor's services under the Contract for a period not to exceed ninety (90) days, effective June 17, 2016, in order that public safety legal services be provided during the interim period.
6. This Agreement shall be superseded upon renewal of the Contract by the City and the Contractor.
7. This Memorandum of Agreement constitutes the entire understanding of the parties and shall not be amended except by further written agreement of the parties. This Memorandum of Agreement shall become effective on June 17, 2016.

CITY OF ROSWELL, NEW MEXICO


Dated:


By: Steve Polasek, City Manager

6-14-17

CONTRACTOR

Dated:


By: Paul V. Sanchez

06/14/17

AMENDMENT TO CONTRACT FOR PUBLIC SAFETY LEGAL SERVICES

This Amendment to Contract for Public Safety Legal Services is made and entered into this 15th day of MAY, 2014, by and between the City of Roswell, a New Mexico municipal corporation, ("City") and Paul V. Sanchez, of Arroyo Hondo, New Mexico, ("Contractor").

WITNESSETH

WHEREAS, the City and Contractor have previously, on or about June 6, 2013, entered into a Contract for Public Safety Legal Services ("Contract"); and

WHEREAS, City and Contractor desire to make certain amendments to that Contract, as set forth specifically herein, and

WHEREAS, other than as specifically amended herein, all other terms and provisions of the Contract shall, and the same hereby will, remain in full force and effect.

NOW, THEREFORE, for valuable consideration, the City & Contractor agree to amend the Contract as follows:

1. Article 3 of the Contract is amended to read as follows:

ARTICLE 3 – SCOPE OF PERFORMANCE: The Contractor shall perform the required services for the City at the Police Department, Fire Department, Code Enforcement and Animal Control. Contractor shall provide legal services to the departments specifically designated by the City. Contractor agrees to refer requests for legal services outside of the areas designated by the City to the City Manager. Contractor agrees to spend 28 (twenty-eight) to 30 (thirty) hours per week on services as defined by the City. In the event the Contractor, by reason of illness, family emergency, vacation, or the like, fails to spend 28 (twenty-eight) to 30 (thirty) hours per week in any given week, Contractor may, consistent with the needs and desires of the departments he is providing services for, make up those hours in subsequent weeks so long as on average, for any given month, he does not exceed 28 (twenty-eight) to 30 (thirty) hours per week. Contractor agrees to maintain appropriate licensure and appear on behalf of the City in the Roswell Municipal Court, Chaves County Magistrate Court and the District Court for

the State of New Mexico as required by City. There will be no limit on outside practice as long as there is no conflict as set forth in Section 11 of this agreement.

2. Article 4 of the contract is amended as follows:

ARTICLE 4 – COST AND PAYMENT: The Contractor shall be paid for the services rendered satisfactorily in an amount of up to \$9,000.00 per month. This amount includes the legal services of Contractor and state and federal bar dues, continuing legal education costs, legal subscription and book costs, equipment costs, office supply costs, local telephone costs, routine photocopying costs and facsimile costs. The City shall reimburse Contractor for those services and expenses which were set forth in the Contractors' response to the RFP, which include witness fees, services of process fees, investigative fees, expert witness fees, filing fees, subpoena fees, postage for overnight or express delivery service, bulk mailings, travel costs, long distance telephone costs, outside legal counsel costs and fees incurred on behalf of the City.

All Payments will be in arrears. Contractor shall bill for those hours actually worked on behalf of the City, but in no event more than the maximum hours provided for in Article 3, at the rate provided in his response to Request for Proposal 13-008.

3. In all other respects, the Contract for Public Safety Legal Services shall remain in full force and effect.

City of Roswell


Larry Fry, City Manager

Date: 5/5/14

Contractor


Paul V. Sanchez

Date: 04/01/2014

**CITY OF ROSWELL, NEW MEXICO
CONTRACT FOR PUBLIC SAFETY LEGAL SERVICES**

This Contract entered into between City of Roswell, hereinafter referred as the "City", and Paul V. Sanchez, hereinafter referred as the "Contractor," to provide legal services to the City as set forth in Request for Proposal 13-008. The City is authorized to enter into this Contract pursuant to state and local purchasing procedures for Contracts of this type and amount.

ARTICLE 1. CONTRACT DOCUMENTS AND SERVICES TO BE PROVIDED: The Contract shall be comprised of this contract document and Request for Proposal (RFP) 13-008 documents, all applicable negotiations, and the Contractor's response to the RFP, all which are incorporated herein and made a part of the Contract. The Contractor shall be responsible for providing the scope of services as set forth in RFP 13-008 and as set forth in Contractor's Response to RFP 13-008.

ARTICLE 2. PERIOD OF PERFORMANCE: The period of performance of this Contract is for an initial one year period, beginning on or about June 17, 2013, and ending on or about June 16, 2014. The contract may be renewed for an additional three (3) terms of one (1) year periods.

ARTICLE 3. SCOPE OF PERFORMANCE: The Contractor shall perform the required services for the City at the Police Department, Fire Department, Code Enforcement and Animal Control. Contractor shall provide legal services to the departments specifically designated by the City. Contractor agrees to refer requests for legal services outside of the areas designated by the City to the City Manager. Contractor agrees to spend 16 (sixteen) to 20 (twenty) hours per week on services as defined by the City. Contractor agrees to maintain appropriate licensure and appear on behalf of the City in the Roswell Municipal Court, Chaves County Magistrate Court and the District Court for the State of New Mexico as required by City. There will be no limit on outside practice as long as there is no conflict as set forth in Section 11 of this agreement.

ARTICLE 4. COST AND PAYMENT: The Contractor shall be paid for the services rendered satisfactorily at a compensation of up to \$6,000.00 per month. This compensation includes the legal services of Contractor and state and federal bar dues, continuing legal education costs, legal subscription and book costs, equipment costs, office supply costs, local telephone costs, routine photocopying costs and facsimile costs. The City would reimburse Contractor for those services and expenses which were set forth in the Contractor's response to the RFP, which include witness fees, services of process fees, investigative fees, expert witness fees, filing fees, subpoena fees, postage for overnight or express delivery services, bulk mailings, travel costs, long distance telephone costs, outside legal counsel costs and fees incurred on behalf of the City.

All Payments will be in arrears. Contractor shall submit an invoice no later than the 7th of each month, beginning June 17, 2013. Reimbursement shall be paid within thirty (30) days of submission of the request for reimbursement, and reimbursement invoices shall

note the purchase order number and this Contract number and may be delivered to the City, Accounts Payable, P.O. Box 1838, Roswell, NM 88202-1838. In addition to the amount set forth above, the City shall be charged and pay to Contractor the New Mexico Gross Receipts Tax levied on the amounts payable under this contract and Contractor shall be responsible for payment to the State of New Mexico for New Mexico Gross Receipts Tax on the amounts payable under this contract. Payment under this Contract shall not foreclose the right of the City to recover excessive or illegal payments. The Contractor, upon final payment of amounts due under this Contract for work completed and accepted by the City, releases the City, its officers and employees from all liabilities, claims, and obligations whatsoever arising from or under this Contract. The Contractor agrees not to bind the City to any obligation not assumed herein by the City, unless the Contractor has express authority from the City Manager or designee to do so, and then only within the limits of the expressed authority.

ARTICLE 5. NOTICES: Invoices for reimbursement shall be mailed to Accounts Payable, City of Roswell P.O. Box 1838, Roswell, NM 88202-1838. All other correspondence or notices shall be sent to:

Larry Fry
City of Roswell
c/o P.O. Box 1838
Roswell, NM 88202-1838
(575) 624-6700

Paul V. Sanchez
P. O. Box 333
Arroyo Hondo, NM 87513

ARTICLE 6. ASSIGNMENT OF CLAIMS: The Contractor shall not assign nor delegate specific duties as part of this Contract nor transfer any interest nor assign any claims for money due or to become due under this Contract, without the written consent of the City.

ARTICLE 7. INDEMNIFICATION AND HOLD HARMLESS AGREEMENT: The Contractor shall indemnify, defend and save harmless the City of Roswell, and its public officers, agents and employees as defined in the New Mexico Tort Claims Act, NMSA 1978, Sections 41-4-1 through 41-4-29, as amended, against and from any and all claims, losses, fines, demands, judgments, damages, liabilities, lawsuits, arbitrations, and proceedings of any nature arising from or out of, connected with, resulting from or related to the Contractor's provision of services under this Contract. The City shall hold the Contractor harmless from any and all claims and/or actions of any kind and the nature resulting from or relating to the City's or its employees' negligence or intentional acts, errors and omissions in the City's performance under this Contract. The agreements in this Article shall not be affected or terminated by the cancellation, expiration of the term or any renewal or any other modification of the Contract for any reason and shall survive the cancellation or expiration of the term or any renewal or any other modification of this Contract, for negligence, acts, errors or omissions to act occurring during the term of this Contract.

ARTICLE 8. INSURANCE: For the duration of the contract and until all work specified in the contract is completed, the Contractor shall maintain in effect all insurance as required

below and comply with all limits, terms and conditions stipulated herein. Contractor shall provide evidence of all required insurance to the City of Roswell Purchasing Department.

Evidence of such insurance shall consist of a completed copy of the certificate of insurance, signed by the insurance agent of the Contractor and returned to the City. If for any reason, any material change occurs in the coverage during the course of the contract; such change will not become effective until thirty (30) days after the City has received written notice of such change.

- A. The policy shall be written and the certificate shall reflect that:
 - 1. All insurance required is in effect.
 - 2. The insurance afforded applies separately to each insured against whom claim is made or suit is brought except with respect to the limits of the company's liability.
- B. Contractor shall maintain insurance of the types described below:
 - 1. Professional Liability Insurance appropriate to the Contractor's profession.
- C. The Contractor shall maintain the following insurance limits:
 - 1. Professional Liability insurance shall be written with limits no less than \$100,000 per claim and \$300,000 policy aggregate limit or higher limits as per general policy.

ARTICLE 9. TERMINATION: Either party may terminate this Contract with or without cause by providing written notice to the other party thirty (30) days in advance of the termination. In the event of contract termination, the Contractor shall be paid a pro-rata amount up to the negotiated fee per the task assigned, to the effective date of termination upon submittal of the final payment request.

ARTICLE 10. RELEASE: The Contractor, upon final payment of the amount due under this Contract, releases the City, its officers and employees from all liabilities, claims, and obligations whatsoever arising from or under this Contract. The Contractor agrees not to purport to bind the City to any obligation not assumed herein by the City, unless the Contractor has express written authority from the City Manager or designee to do so, and then only within the limits of the expressed written authority.

ARTICLE 11. CONFLICT OF INTEREST: The Contractor warrants that it presently has no interest, and shall not acquire any interest during the term of this Contract that would have potential to conflict with the performance of the services required under this Contract. In the event such a conflict arises, it shall be brought to the attention of the City and appropriate action acceptable to the City shall be taken. The Contractor's failure to

inform the City of the existence of a potential conflict of interest constitutes default and shall be grounds for immediate termination of Contract by City.

ARTICLE 12. INDEPENDENT CONTRACTOR: Nothing in this Contract is intended, or should be construed in any way, to create or establish a partnership relationship between the parties or to establish the Contractor as an agent, representative or employee of the City for any purpose or any manner whatsoever. Contractor and its employees shall not accrue leave, retirement, insurance, or any other benefits afforded to employees of the City. Contractor is an independent contractor of the City. The Contractor, its officers, directors, employees, servants, agents, or representatives are not and shall not be deemed employees of the City and shall not bind the City in any respect.

ARTICLE 13. PROCUREMENT CODE: The Contractor and City recognize that Procurement Code, § 13-1-29 through § 13-1-199, NMSA 1978 as amended, imposes civil and criminal penalties for its violation. In addition, New Mexico Criminal Statutes impose felony penalties for illegal bribes, gratuities and kickbacks.

ARTICLE 14. AMENDMENTS: This Contract shall not be altered, changed or amended except by written instrument signed by both parties.

ARTICLE 15. SOVEREIGN IMMUNITY: By entering into the Contract, the City and its "public employees" as defined in the New Mexico Tort Claims Act, supra, do not waive sovereign immunity, do not waive any defense, and do not waive any limitations of liability pursuant to law. No provision in this Contract modifies or waives any provision of the New Mexico Tort Claims Act, supra.

ARTICLE 16. WAIVER: Any waiver by the City of any breach of any covenant, term, condition or agreement in this Contract to be kept and performed by the Contractor shall not be deemed or considered as a continuing waiver and shall not operate to bar or prevent the City from declaring a default for any succeeding breach either of the same covenant, term, condition or agreement or another. All remedies afforded in this Contract shall be taken and construed as cumulative; that is, in addition to every other remedy provided herein or by law.

ARTICLE 17. MERGER OF PRIOR AGREEMENTS: Except for the attached Request for Proposal and the attached Contractor's response to the Request for Proposal, this Contract incorporates all the conditions, agreements and understandings of the parties concerning the subject matter of this Contract. All such conditions, understandings and agreements have been merged into this written Contract. No prior condition, agreement or understanding, verbal or otherwise, shall be valid or enforceable unless embodied in this Contract.

ARTICLE 18. PARAGRAPH HEADINGS: Paragraph headings are for convenience and reference and are not intended to limit the scope of any provision of this Contract.

ARTICLE 19. THIRD PARTY BENEFICIARY: It is agreed between the parties executing this Contract that it is not intended by any of the provisions of the Contract to create on behalf of the public or any member thereof the status of third party beneficiary not to authorize anyone not a party to the agreement to maintain a suit based upon this Contract.

ARTICLE 20. PERSONAL LIABILITY: No elected or appointed official, employee, servant, agent or law enforcement officer of the City shall be held personally liable under this Contract or any extension or renewal thereof because of its enforcement or attempted enforcement, provided they are acting within the course and scope of their employment or governmental duty and responsibility.

ARTICLE 21. GOVERNING LAW AND ADA COMPLIANCE: This Contract shall be construed in agreement with the Laws of the State of New Mexico. The Contractor shall also comply with all applicable Federal, State, and local laws, ordinances, rules and regulations, ordinances and decrees. The Contractor shall keep fully informed of all federal, state, and local laws, ordinances, and regulations and all orders and decrees of bodies or tribunals having any jurisdiction or authority, which in any manner affect those engaged or employed or the work, or which in any way affect the conduct or work. The Contractor shall comply with the requirements of the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990 regarding employment verification and retention of verification forms for any individual(s) hired on or after November 6, 1986, that will perform any labor or services under this Contract. The Contractor shall comply with all federal statutes relating to non-discrimination including, but not limited to: Title VI of the Civil Right Act of 1964 (Public Law 88-352), which prohibits discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972, as amended [20 U.S.C.A. Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112)], which prohibits discrimination on basis of handicaps; the Age Discrimination in Employment Act; the Americans with Disabilities Act of 1990 (Public Law 101-336); and all amendments to each, and all requirements imposed by the regulations issued pursuant to these acts, especially 45 CFR Part 80 (relating to race, color, and national origin), 45 CFR Part 84 (relating to handicap), 45 CFR Part 86 (relating to sex), and 45 CFR Part 91 (relating to age).

ARTICLE 22. BINDING EFFECT OF AGREEMENT: Both parties agree that the terms of this Contract and any extension or renewal thereof shall extend to and be binding upon the administrators, assignors, and successors of the contracting parties.

ARTICLE 23. SEVERABILITY: If any clause or provision of the Contract is held to be illegal, invalid or unenforceable, then it is the intention of the parties hereto that the remainder of the Contract shall remain in full force and effect. However, in the event that either party can no longer reasonably perform pursuant to the remaining Contract terms, or if the purpose of the Contract can no longer be carried out by either party, the Contract is void and no damages shall accrue to either party.

ARTICLE 24. MEDIATION: In the event that a dispute arises with respect to any of the provisions contained in this contract or any other matter affecting this contractual relationship between the City and the Contractor, the parties agree that, prior to filing any court action to enforce the contract, they will utilize the services of a mediator. The mediator shall either be certified as a mediator or shall have experience as a mediator. The parties shall mutually agree upon the choice of mediator. In the event the parties have not agreed upon a mediator within three (3) days of written notice to the other regarding the dispute, then a list of seven (7) potential mediators will be obtained from the Court or other professional association and the parties shall utilize a striking process until a mediator is agreed upon.

ARTICLE 25. NOTICE TO PROCEED: It is expressly understood that this Contract is not binding upon the City until approved and signed by the City and, further, that the Contractor is not to proceed with its obligations under the Contract until the Contractor has received a fully signed copy of the Contract.

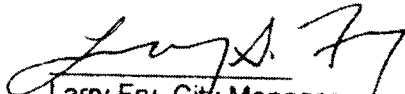
ARTICLE 26. CONFIDENTIAL INFORMATION: Any information given to or developed by the Contractor in the performance of this Contract will be kept confidential and will not be made available to any individual, organization, or other entity by the Contractor without prior written approval of the City.

ARTICLE 27. NON-APPROPRIATION: The City's obligation to make payment under the terms of this Agreement is contingent upon its appropriation of sufficient funds to make those payments. If the City does not appropriate funds for the continuation of this Contract, this Contract will terminate upon written notice of that effect to the Contractor. The City Council's determination that sufficient funds have not been appropriated is firm, binding and not subject to review.

ARTICLE 28. SUBCONTRACTING: The Contractor shall not subcontract any portion of the services to be performed under this Agreement without prior written approval of the City.

ARTICLE 29. DUPLICATE ORIGINALS: This document shall be executed in no less than five (5) counterparts, each of which shall be deemed an original.

City of Roswell


Larry Fry, City Manager

Date: 6/6/13


Del Jurney, Mayor

Date: 6/6/13

PAUL V. SANCHEZ



Date: 06/05/2013

264-27

April 17, 2014

Paul V. Sanchez
P.O. Box 333
Arroyo Hondo, NM 87513

**Re: Contract for Public Safety Legal Services as Amended,
Exercise of Option to Renew**

Dear Mr. Sanchez:

The Contract for Public Safety Legal Services as amended, ("Contract") which you and the City of Roswell have entered into effective June 17, 2013, provides for an initial one year term which ends of June 16, 2014. The Contract provides at Article 2 for the potential for three one-year renewals. As we have discussed, the City would like to renew the Contract and the City understands that you, likewise, would like to renew the Contract for an additional one year period.

Accordingly, this letter will evidence our agreement on behalf of yourself and the City, respectively, to renew the Contract for a period of one year from June 16, 2014. The new term would commence running on June 17, 2014 and end on June 16, 2015.


I trust that this meets with your approval. If you could so note on this letter, I will see that you are provided with a completely executed copy for your files.

Very truly yours,

Larry Fry

I agree to the extension of the Contract for a period of one year commencing June 17, 2014 and ending June 16, 2015, it being understood that all the terms and provisions of the Contract shall continue in full force and effect.

Date: 04/30/2014


Paul V. Sanchez

**ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT**

Regular City Council Meeting

Item No. 22.

Meeting Date: 07/14/2016

COMMITTEE: Finance

CONTACT: Monica Garcia

CHAIR: Caleb Grant

ACTION REQUESTED:

Consider approval of a Scope of Services agreement with MainStreet Roswell. (Grant/Morris)

BACKGROUND:

Mainstreet Roswell is an organization which works to revitalize and enhance the vitality of the City's downtown area. This Scope of Services agreement will provide funding to Mainstreet Roswell in the amount of \$40,000 in exchange for Mainstreet Roswell complying with the expectations shown in the Scope of Service agreement.

FINANCIAL CONSIDERATION (See Fiscal Impact below)

The contract is in the amount of \$40,000.

LEGAL REVIEW:

The City Attorney has reviewed this agreement.

BOARD AND COMMITTEE ACTION:

The Finance Committee recommended approval at their meeting on July 7, 2016.

STAFF RECOMMENDATION:

Council consideration of approval of the Scope of Services agreement with MainStreet Roswell.

Attachments

MainStreet Roswell Scope of Services Agreement

MAINSTREET ROSWELL PROFESSIONAL SERVICES AGREEMENT

This professional service agreement ("Agreement") is effective _____, 2016, between the City of Roswell, New Mexico, a municipal corporation (the "City") whose notice address is 425 N. Richardson Avenue, Roswell, New Mexico, 88201, and the Mainstreet Roswell (the "Contractor") whose notice address is PO Box 1328, Roswell, NM 88202-1328, (collectively the "Parties").

MainStreet Roswell - Mission and Purpose:

To build upon Roswell's historical past by creating a sustainable, cooperative, dynamic downtown district.

Activities Reflecting City Funds

1. SCOPE OF SERVICES

As Part of Basic Services, the Contractor shall conduct the following activities:

- A. ***Organization*** - provide unified management and coordination for the revitalization and economic development activities in the MainStreet Roswell corridor.
 - i. Promote and operate programs to help the business and property owners within the designated Historic MainStreet District ("Downtown") in accordance with the New Mexico MainStreet guidelines and objectives;
 - ii. Strengthen the role and relationship between MainStreet Roswell, City of Roswell merchants and the NM MainStreet program, related to technical assistance on Design, Economic Vitality, Organization and Promotions; Facilitate promotional projects via quarterly planning and coordination meetings with City government liaisons and regular communications with MSR corridor stakeholders.
 - iii. Work closely with the City's elected officials and professional staff, the Chamber of Commerce, the Small Business Development Center and all organizations, individuals, and entities in order to draw on resources to augment the work of its staff and board to bring projects to completion and meet common goals. This will be accomplished through the appointment of non-voting, ex-officio members to the MainStreet Roswell board.
 - iv. Work with and assist in the coordination of, downtown activities between community civic groups, downtown businesses, financial institutions, and the government; forge new and stronger relationships with public and private agencies and the downtown business community to ensure that teamwork would be in place for the success of MainStreet Roswell and its downtown revitalization initiatives.

- v. Develop an annual work plan for the implementation of MainStreet Roswell, which will identify the roles of MainStreet Roswell and collaborators, define economic transformation strategies for the district revitalization, as well as establish goals and project priorities, time lines for completion. The work plan, forged through committees in coordination with City and community partners, will serve as the basis for a process evaluation for MainStreet Roswell.
- vi. Provide a qualified, MainStreet Executive Director whose duties would be, among others, to provide documentation for MainStreet Roswell. The MainStreet Executive Director would be the principal onsite staff person responsible for coordinating all project activities and volunteers locally, as well as for representing the community regionally and nationally as appropriate and dealing with the New Mexico MainStreet staff of the State Economic Development office.

Indicators: 1) Number of businesses, civic groups, community partners and other stakeholders that collaborate/partner with in Mainstreet Roswell helping to achieve the downtown master plan; 2) number of businesses and volunteers that participate in promotional events and other downtown revitalization activities sponsored by MainStreet Roswell; 3) submit an annual work plan within one month of the approval of this document; 4) Volunteer hours will be tracked as an indicator of broad-based support; and 5) number of applications or resource development activities established to develop project (and operational) funding.

B. ***Promotions*** - continue to develop and update a consistent promotion and marketing program for the downtown commercial district.

- i. Coordinate and oversee the implementation of the 2016 UFO Festival, in partnership with the City of Roswell and other key community stakeholders or civic groups. Services include coordination of event security, vendors, marketing/public relations, entertainment and other activities pertaining to the annual 2016 UFO Festival.
- ii. Coordinate and oversee the implementation of the additional events in the downtown district, including periodic clean-ups and flower plantings.

Indicators: 1) Four or more times a year, produce quality marketing products that bring MainStreet Roswell's brand alive and elevate the image of downtown; 2) Implement up to four (4) annual activities to attract visitors to the district, in alignment with economic transformation goals established in coordination with the City and other partners; these include annual events already established. Coordinate all marketing and promotions for each activity and track all publicity received. Publicity will be tracked and quantified with a dollar value (commensurate market value); and 3) Track participation in events by area residents and tourists from outside the community.

C. **Design** - continue to engage community members, businesses, property owners, local government and other stakeholders in design and implementation of projects for the downtown district, including, but not limited to improvements to building façades, street/landscaping activities, signage, lighting and the overall aesthetic look of the downtown commercial area.

- i. With the support of New Mexico MainStreet provide technical assistance to property owners within Downtown for upgrading their property within the boundaries of the Roswell Mainstreet District while ensuring a commitment to preservation of historic and cultural assets.
- ii. Lead community efforts to support and advance the completion of the design and place-making activities established by MainStreet Roswell, including solicitation of capital outlay resources through the New Mexico Economic Development Departments set-aside funds administered through the New Mexico MainStreet Program.

Indicators: 1) Produce conceptual renderings for property owners that reflect enhanced façade improvements; 2) exhibit a historic preservation ethic encouraging appropriate building renovations and the development of design standards for the district; and 3) submission of service requests to NMMS for design supports and coordinate onsite technical assistance.

D. **Economic Vitality** - continue to strengthen the existing economic assets of the downtown area while diversifying its economic base, including recruiting new businesses, marketing empty space, and strengthening the management capabilities of individual merchants.

- i. In alignment with the requirements established by the National Main Street Center and the New Mexico MainStreet Coordinating Program, develop two or three overarching economic transformation strategies that guide the implementation of work plans and Main Street Four Points Projects.
- ii. Prepare and administer a survey to the MainStreet Roswell corridor merchants to solicit their opinion on opportunities to increase retail activity, barriers to business operations, improving consumer hospitality, and strengthening relations with the community and with MainStreet Roswell.
- iii. Support the application and implementation of economic development activities with the historic Downtown MainStreet District, including (but not limited to) business development, events, public relations efforts, shop local campaigns, building improvements, façade or curb appeal projects, streetscapes and beautification efforts.
- iv. Initiate coordination with the City tax assessor/collector to help evaluate impacts of events on Gross Receipts Taxes.

- v. Use NMMS reporting tools to track and communicate key statistics of jobs, new businesses, building rehabilitations, and public/private sector investments in the district and serve as an information clearing house for this type of information.

Indicators: 1) Adoption of at least two, and no more than three Economic Transformation Strategies and related work plans; 2) Summary reports of key statistics of jobs, new businesses, building rehabilitations and public/private sector investment in the district; serve as an information clearing house for this type of information; 3) number of new businesses seminars that are developed and presented each year for downtown merchants, including those offered by other organizations in conjunction with MSR; and 4) Summary of economic impact to the City and downtown merchants resulting from MSR promotional events.

2. COMPENSATION

For Basic Services, as described hereinafter, compensation shall be provided as follows:

A. Compensation Generally

- (1) In consideration of biannual MOU executed between the City of Roswell, the New Mexico MainStreet program and MainStreet Roswell, and in exchange for services rendered as specified in the scope of work above, the City shall pay to the Contractor to sum of \$40,000.00 for operational supports in the fiscal year FY 2016/17. MainStreet Roswell shall separately negotiate the allocation of Lodger's tax funds or other resources for the implementation and marketing of promotional events.
- (2) For each fiscal year above, the Parties may agree to periodically review and renegotiate the amount of compensation to be paid pursuant to this Agreement and amend this Agreement accordingly. Said review shall occur during the regular budget process for the City.

B. Method of Payment

The City shall pay Contractor in quarterly installments of \$10,000.00. The Contractor shall submit an invoice at the end of each quarter, and the City shall pay the Contractor within 30 days of receiving the invoice.

C. Other Funding

The Contractor shall diversify its funding base by collaborating with other community based organizations and shall seek funds from city, state and federal sources with additional funds being raised locally through membership, fundraising, grants, corporate sponsors and donations (or a combination thereof).

- D. The City is currently leasing a portion of the City owned building located at 403 N. Richardson Avenue, Roswell, N. M. (the "Premises") to Contractor by Lease dated July 18, 2013. The purposed for allowing the use of the leased portion of said building by Contractor is to enable Contractor to have an office which allows it to provide the services under this Agreement, and the rental value of said Lease is a part of the compensation for services under this Agreement. The terms of said Lease, including those pertaining to default and termination, remain unchanged.

3. TERM OF AGREEMENT

The term of this Agreement shall be for one (1) year, beginning on July 14, 2016 and ending on June 30, 2017 ("Term"), unless terminated sooner pursuant to paragraphs 4, 6, 7, or 10, below.

4. TERMINATION

This Agreement may be terminated by either party upon sixty (60) days prior written notice to the other party. By such termination, neither party may nullify obligations already incurred for performance or failure to perform prior to the date of termination. This Agreement may also be terminated by the City upon ten (10) days written notice in the event of any default or breach of any provision of this agreement by the Contractor.

5. REPORTS AND AUDIT

- A. The Contractor shall maintain full and complete financial records kept in accordance with generally accepted accounting principles, which records shall be available for inspection by the City at reasonable times and upon reasonable notice.
- B. The Contractor shall submit an annual financial statement and progress report to the City designated representative and/or Governing Body of the City as requested.
- C. The Contractor shall maintain, for three (3) years, detailed time records which indicate the dates, time and nature of services rendered. These records shall be subject to inspection by the City and the State Auditor. The City shall have a right to audit billings both before and after payment; payment under this Agreement shall not foreclose the right of the City to recover excessive and/or illegal payments.

6. EVENTS OF DEFAULT

The Contractor shall be deemed to be in default and breach of this Agreement if the Contractor fails to perform the Basic Services of the Contractor under the Agreement and as when Basic Services are performed, in addition to any other default of any other obligation of the Contractor under this Agreement.

7. EFFECT OF DEFAULT

In the event of any default, as set forth in the preceding section, the City may terminate this agreement and pursue its remedies at law and equity.

8. INDEMNIFICATION

The City of Roswell shall not be liable to Contractor or to Contractor's employees, customers, visitors or any other person or entity for any death or injury or damage to person or property arising from any cause whatsoever which shall occur in any manner in or about the Premises in connection with, or arising out of Contractor's operations and use of the Premises. Contractor agrees to indemnify and save harmless City from any claim for death, injury, damage or loss which may occur in any manner in or about the Premises, unless such death, injury, damage or loss is proximately and solely caused by negligent act or omission to act of City's agents.

9. INSURANCE

During this Agreement, Contractor shall maintain in full force and effect a policy or policies of general public liability insurance in which City is named as an additional insured, covering against claims for injury, death, or damage to person(s) or property occurring upon, in, or about the premises located at 403 North Richardson Avenue, with single/ combined limits of \$1,000,000 / \$2,000,000. Contractor shall provide a copy of a certificate of insurance evidencing such coverages within twenty (20) days of execution of this Agreement. Said policy of insurance shall provide for notice of twenty (20) days to City in the event of cancellation for non-payment or any other reason. The failure to maintain policies of insurance as provided above or to provide the City with certificates of insurance as provided herein shall be a default under the terms of this Agreement.

10. APPROPRIATIONS

The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the Governing Body of the City for the performance of this agreement. If sufficient appropriations and authorization are not made by the Governing Body of the City, this Agreement shall terminate upon written notice being given by the City to the Contractor. The City's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final.

11. STATUS OF CONTRACTOR

The Contractor and its agents and employees are independent contractors performing professional services for the City and are not employees of the City. The Contractor and its agents and employees shall not accrue leave, retirement, insurance, bonding, use of City vehicles, or any other benefits afforded to employees of the City of Roswell as a result of this Agreement. The Contractor acknowledges that all sums received hereunder are personally reportable by it for income tax purposes as self-employment or business income and are reportable for self-employment tax.

12. SUBCONTRACTING

The Contractor shall not assign or transfer any interest in this Agreement or assign any claims for money due or to become or to become due under this Agreement without the prior written approval of the City.

13. NO THIRD PARTY BENEFICIARIES

This Agreement is not a third party beneficiary contract and shall not in any respect whatsoever increase the right of any such claimant or third party or create any rights on behalf of the claimant or other third party. Contractor is without authority to act as the agent or representative of the City and shall not purport to agree to or approve on behalf of the City any contract or obligation of the City.

14. SEVERABILITY AND SURVIVAL

If any of the provisions contained in this Agreement are held for any reason to be invalid, illegal or unenforceable, the enforceability of the remaining provisions shall not be impaired thereby.

15. RELEASE

The Contractor's acceptance of final payment of the amount due under this Agreement shall operate as a release of the City, its officers and employees from all liabilities, claims and obligations whatsoever arising from or under this Agreement. The Contractor agrees not to be purport to bind the City unless the Contractor has express written authority to do so, and then only within the strict limits of the authority.

16. CONFLICT OF INTEREST

The contractor warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Agreement. The Contractor certifies that the requirements of the Governmental Conduct Act, Sections 10-16-1 through 10-16-17 NMSA 1978, regarding contracting with a public officer or City employee have been followed.

17. MERGER

This Agreement incorporates all of the agreements, covenants and understandings between the Parties concerning the subject matter hereof, and all such covenants, agreements and understandings have been merged into this Agreement. No prior agreement or understanding, oral or otherwise, of the Parties or their agents shall be valid or enforceable unless embodied in this Agreement.

18. EQUAL OPPORTUNITY COMPLIANCE

The Contractor agrees to abide by all federal and state laws, rule, regulations and executive orders of the Governor of the State of New Mexico, pertaining to equal employment opportunity.

19. WORKER'S COMPENSATION COMPLIANCE

The Contractor agrees to comply with the state laws and rules applicable to workers' compensation benefits for its employees. If the Contractor fails to comply with the Workers' Compensation Act and applicable rules when required to do so, the City reserves the right to terminate this Agreement.

20. APPLICABLE LAW, CHOICE OF FORUM

This Agreement and the rights and obligations of the parties hereunder shall be governed by the laws of the State of New Mexico. Any suit brought by either party regarding this agreement or default or breach thereof shall be commenced in the Fifth Judicial District Court of Chaves County, New Mexico.

21. AMENDMENTS

This agreement shall not be altered, changed or amended except by instrument in writing executed by the Parties.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of this 14th day of July, 2016.

City of Roswell

Mayor Dennis Kintigh

Attest:

Sharon Coll, City Clerk

Contractor, Mainstreet Roswell

President, Mainstreet Roswell Board of Directors

**ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT**

Regular City Council Meeting

Item No. 23.

Meeting Date: 07/14/2016

COMMITTEE: Infrastructure

CONTACT: Louis Najjar

CHAIR: Jeanine Corn-Best

ACTION REQUESTED:

Easement Modification - Consider modifying a portion of an easement located on property in the 3600 block of North Main Street. (Best/Morris)

BACKGROUND:

This vacant property is located on the east side of North Main, directly on the north side of Berrendo Creek. In 2005, the property owner of this parcel was required to provide a maintenance/access easement to the Chaves County Flood Commissioner who later turned it over to the City. The property owner has requested that the easement be removed, and staff would concur but only to the top of bank. The legal description shows this area.

FINANCIAL CONSIDERATION (See Fiscal Impact below)

There are no additional costs associated with this request.

LEGAL REVIEW:

Not applicable.

BOARD AND COMMITTEE ACTION:

The Infrastructure Committee recommended approval at their meeting on June 20, 2016.

STAFF RECOMMENDATION:

Council consideration to modify a portion of an easement located on property in the 3600 block of North Main Street.

Attachments

Easement Modification

QUITCLAIM DEED

The **CITY OF ROSWELL, NEW MEXICO**, in consideration paid, quitclaims to **BLUE MJ, LLC**, a New Mexico limited liability company, whose address is 6211 San Mateo NE, Suite 130, Albuquerque, New Mexico 87109, the real estate located in Chaves County, New Mexico and described on the attached **Exhibit A**.

DATED: July __, 2016.

CITY OF ROSWELL, NEW MEXICO

By: _____
Its: _____

STATE OF NEW MEXICO)
) ss.
COUNTY OF CHAVES)

This instrument was acknowledged before me on July __, 2016, by _____, as _____ of the City of Roswell, New Mexico, on behalf of the City.

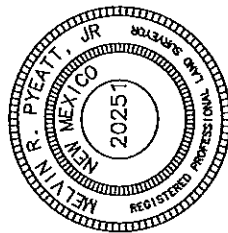
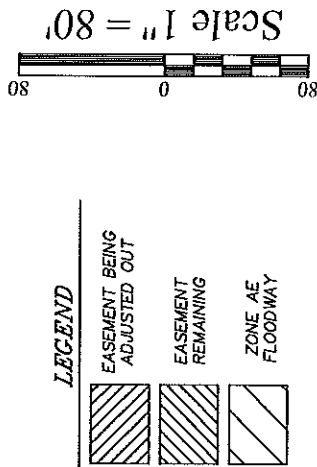
Notary Public

My commission expires:

EXHIBIT A

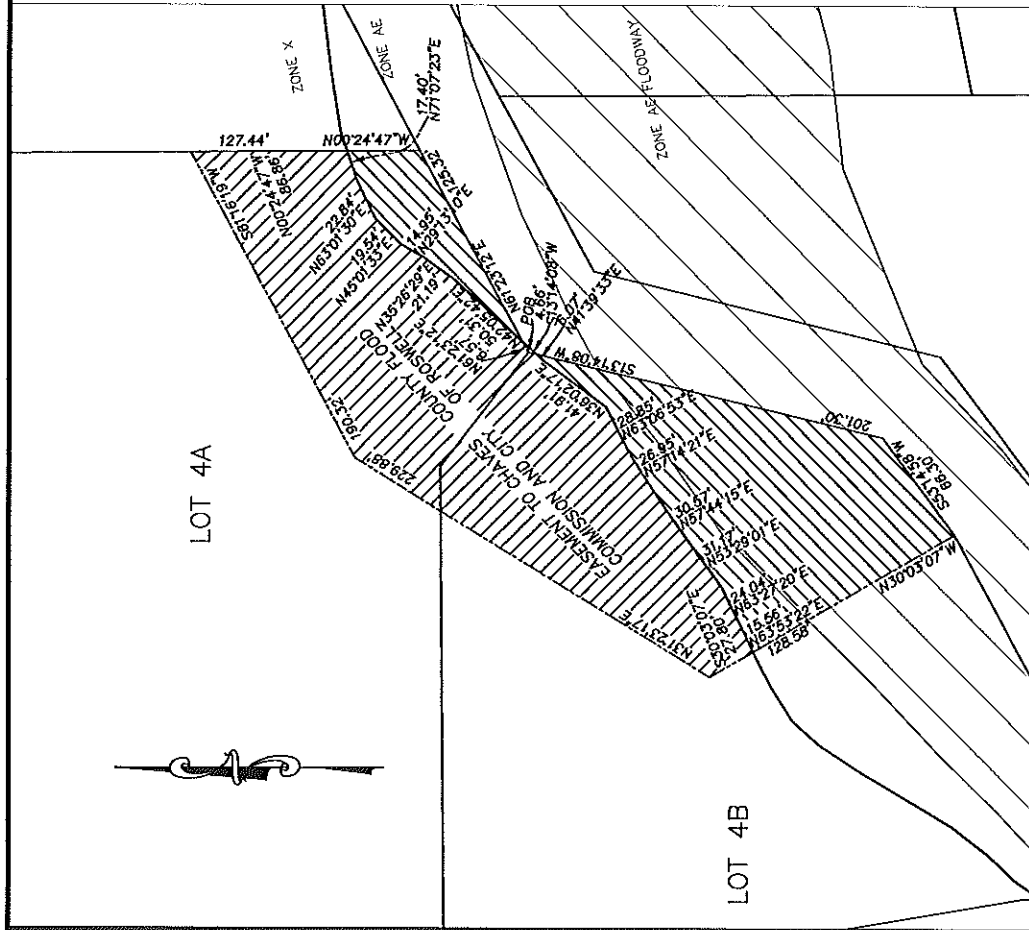
OF THE EASEMENT TO THE CHAVES COUNTY FLOOD COMMISSION AND CITY OF ROSWELL, AS SHOWN ON THE BLUE MOUNTAIN JUNCTION CENTER SUMMARY REPLAT FILED IN CABINET 2, SLIDE 16B, ON APRIL 27, 2016 ALONG THE SOUTH LINES OF LOT 4A AND LOT 4B, IN WHICH THAT PART BEING REMAINING AND THAT PART BEING ADJUSTED ARE DESCRIBED AS FOLLOWS:

REMOVED EASEMENT:
BEGINNING AT THE SOUTHERLY CORNER OF CALLED LOT 4A, BLUE MOUNTAIN JUNCTION CENTER SUMMARY REPLAT; THEN N61°23'12"E, ALONG THE SOUTHERLY LINE OF LOT 4A, FOR 6.57 FEET; THEN N42°05'42"E FOR 50.31 FEET; THEN N35°26'29"E FOR 21.19 FEET; THEN N29°13'10"E FOR 14.95 FEET; THEN N45°01'33"E FOR 19.54 FEET; THEN N63°01'30"E FOR 22.84 FEET; THEN N71°07'23"E FOR 17.40 FEET, TO THE EAST LINE OF LOT 4A; THEN N00°24'47"W, ALONG SAID EAST LINE, FOR 86.86 FEET; THEN S61°16'19"W FOR 190.32 FEET; THEN S31°23'17"E FOR 228.88 FEET; THEN S30°03'07"E FOR 27.80 FEET; THEN N63°53'22"E FOR 15.56 FEET; THEN N63°27'20"E FOR 24.04 FEET; THEN N53°29'01"E FOR 31.17 FEET; THEN N57°44'15"E FOR 30.57 FEET; THEN N57°42'1"E FOR 26.95 FEET; THEN N63°06'53"E FOR 28.85 FEET; THEN N36°02'17"E FOR 41.91 FEET TO THE WESTERLY LINE OF LOT 4B; THEN N41°39'33"E FOR 6.07 FEET TO THE POINT OF BEGINNING.



Melvin R. Pyatt, Jr.

R&R SURVEYING LLC A LAND SURVEYING COMPANY	
INDEXING INFO. FOR CO. CLERK	
SEC. 16	T10S R24E N.M.P.M.
OWNER:	BLUE MOUNTAIN JUNCTION & FFC NEW MEXICO
CITY:	ROSWELL
COUNTY:	CHAVES
STATE:	NEW MEXICO
DATE:	JUNE 14, 2016



**ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT**

Regular City Council Meeting

Item No. 24.

Meeting Date: 07/14/2016

COMMITTEE: N/A

CONTACT: N/A

CHAIR: N/A

ACTION REQUESTED:

Planning and Zoning Case 16-08 - Consider approval of P&Z Case 16-08 Minor Re-Subdivision of lots in the McDuell-Brown Subdivision to create the J&J Subdivision.(Sanchez/Morris)

BACKGROUND:

Ordinance 15-10, City of Roswell Subdivision Code, states that Minor Subdivisions are to be reviewed by Planning and Zoning Commission and approved by the City Council. The last such action taken by the City Council was in 2014.

The applicant's intent is to create a multi-family project in an area that was originally higher density single-family. This re-subdivision involves taking eight (8) previously platted lots located at the intersection of North Richardson Ave. and Berrendo Road to create a new twelve (12) lot J&J Subdivision. The re-subdivision will also dedicate ten (10) feet along Berrendo Road for additional right-of-way.

This is a multi-part application which also includes a rezoning from R-3 to R-4, and a side yard variance for the two (2) northern lots along Berrendo Road. The rezoning and variance applications are final actions by the Planning and Zoning Commission under the City Code, so the only action to be acted upon by the City Council is the re-subdivision application.

FINANCIAL CONSIDERATION (See Fiscal Impact below)

There are no costs associated with this re-subdivision.

LEGAL REVIEW:

Not applicable.

BOARD AND COMMITTEE ACTION:

The planning and Zoning Commission recommended approval of the proposed re-subdivision of the J&J Subdivision, along with the associated rezoning and variance applications at their meeting on Tuesday, June 28, 2016.

STAFF RECOMMENDATION:

Council consideration to approve P&Z Case 16-08 Minor Re-Subdivision of lots in the McDuell-Brown Subdivision to create the J&J Subdivision.

Attachments

Planning and Zoning Case 16-08



Roswell Planning & Zoning Commission Agenda

Tuesday, June 28, 2016 - 6:00 PM
Bassett Auditorium, Roswell Museum and Art Center
100 West 11th Street

Chair: Ralph Brown, Vice Chair: Riley Armstrong
Members: Toby Gross, Shirley Childress, David Storey,
Kent Taylor, Jesse McDaniel
Current Planning Administrator: Merideth Hildreth, AICP
Planning Manager: William Morris, AICP, CZO
Planning & Engineering Director, Louis Najjar, P.E.

A. Call to Order

B. Roll-Call

C. Swearing In

D. Approval of the Agenda

E. Minutes

1. Consider approval of the May 24, 2016 minutes.

F. Public Hearing Items

1. **CASE 16-06 (VAR): A Request for Zone Change from R-3 to R-4**, Lots 1 & 2, 13 through 18 of McDUELL-BROWN SUBDIVISION, known as 3213, 3215, 3217 and three lots north of 3217 and two lots north of 3218 North Richardson Avenue, J&J Campbell Real Estate, Inc/Owner.
2. **CASE 16-07: A Request for Variance of a Street Side Yard Setback, Lot 1** (Lot 1A on proposed replat) of McDUELL-BROWN SUBDIVISION, located on the Southwest Corner of North Richardson Avenue and West Berrendo Road, J&J Campbell Real Estate, Inc/Owner.
3. **CASE 16-08: J&J SUBDIVISION, A minor resubdivision** of Lots 1 & 2, 13 through 18 of McDUELL-BROWN SUBDIVISION, known as 3213, 3215, 3217 and three lots north of 3217 and two lots north of 3218 North Richardson Avenue, J&J Campbell Real Estate, Inc/Owner.

G. Other Business

H. Public Comments

I. Adjourn

Notice of this meeting has been given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 15-56.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Human Resources at 575-624-6700 at least one week prior to the meeting or as soon as possible. Public documents including the agenda and minutes can be provided in various accessible formats. Please contact the City Clerk at 575-624-6700 if a summary or other type of accessible format is needed.

Printed and posted: June 22, 2016



**EXHIBIT A: STAFF SUMMARIES FOR
CASE 16-06 ZONE CHANGE
CASE 16-07 VARIANCE
CASE 16-08 MINOR RESUBDIVISION
3200 BLOCK OF NORTH RICHARDSON AVENUE**

Roswell Planning & Zoning Commission

Tuesday, JUNE 28, 2016

Bassett Auditorium, Roswell Museum and Art Center

100 West 11th Street

All three cases on the agenda are submitted by the same owner and agent for the same proposed development area. Please find details for all three cases in this Staff Summary.

APPLICATION: CASE 16-06 REQUEST FOR ZONE CHANGE FROM R-3 TO R-4

Legal Description: Lots 1 & 2, 13 through 18 of McDUELL-BROWN SUBDIVISION, known as 3213, 3215, 3217 and three lots north of 3217 and two lots north of 3218 North Richardson

Request: Request for a zone change from R-3 Residential District to R-4 Residential District.

**APPLICATION: CASE 16-07 REQUEST FOR A VARIANCE – TO REDUCE THE
SETBACK ON A CORNER LOT STREET SIDE YARD**

Legal Description: Lot 1 (Lot 1A on proposed replat) of McDUELL-BROWN SUBDIVISION, located on the Southwest Corner of North Richardson Avenue and West Berrendo Road

Request: Request for a 2.2 foot side yard variance to the required twenty-five foot street side yard variance.

**APPLICATION: CASE 16-08 MINOR RESUBDIVISION OF LOTS IN MC DUELL-
BROWN SUBDIVISION TO CREATE J&J SUBDIVISION**

Legal Description: Lots 1 & 2, 13 through 18 of McDUELL-BROWN SUBDIVISION, known as 3213, 3215, 3217 and three lots north of 3217 and two lots north of 3218 North Richardson

Request: Request for a Minor Resubdivision to create the J&J Subdivision with twelve (12) lots from eight (8) existing lots in the McDuell-Brown Subdivision.

Owner: J&J Campbell Real Estate, Inc.

Agent: Todd P. Wagener, Wagener Engineering

Address: 3200 Block of North Richardson Avenue
(North Richardson Avenue and Berrendo Road)

II. SITE DATA:

Site Area: 1.21 ± acres in the
McDuell-Brown Subdivision

UPC: 4135059475013 (Lot 1)
 4135059475019 (Lot 2)
 4135059492013 (Lot 13)
 4135059492019 (Lot 14)
 4135059492024 (Lot 15)
 4135059492029 (Lot 16)
 4135059492034 (Lot 17)
 4135059492039 (Lot 18)

Existing Land Use: Residential - Vacant

Proposed Land Use: Residential Town Ho

Existing Zoning: R-3

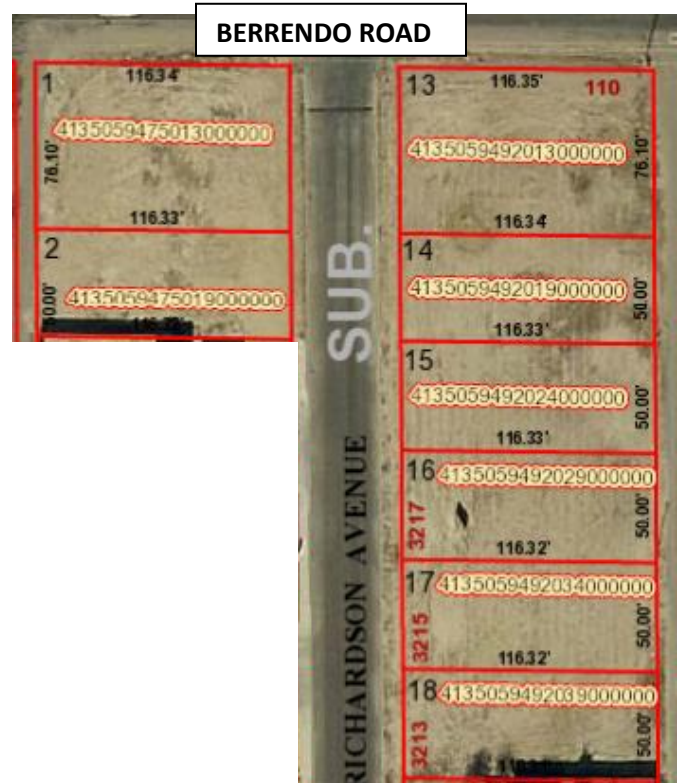
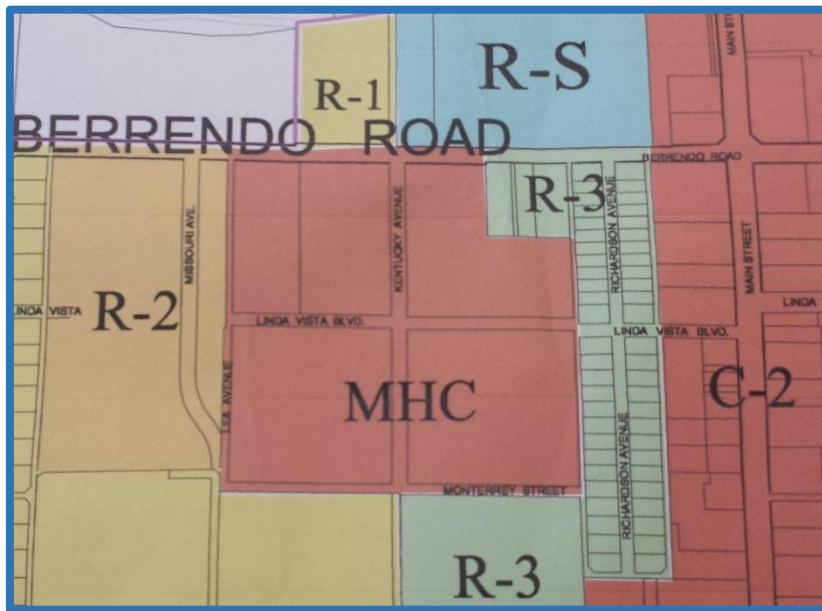


Table 1: Adjacent Existing Land Use and Zoning		
Direction:	Land Use:	Zoning:
North	Farmland	R-S
South	Residential Townhomes	R-3
East	Bank and Commercial Entity	C-2
West	Mobile Home Park	MHC



Zoning Map

III. INTENT OF PETITION:

CASE 16-06 REQUEST FOR ZONE CHANGE FROM R-3 TO R-4

Legal Description: Lots 1 & 2, 13 through 18 of McDUELL-BROWN SUBDIVISION, known as 3213, 3215, 3217 and three lots north of 3217 and two lots north of 3218 North Richardson

Request: Request for a zone change from R-3 Residential District to R-4 Residential District.

The applicant is requesting a zone change from R-3 Residential District to R-4 Residential District in order to build town homes on smaller lots. The purpose of the zone change request is to enable the developer to increase the number of developable lots (through a replat) thereby decreasing the lot size below the R-3 minimum lot size requirement.

City of Roswell Zoning Ordinance 15-09 as amended July 9, 2015, Article 21: Development Standards specifies minimum lot sizes required for each residential zoning district.

The minimum lot size for a townhouse in R-3 is 4,000 square feet per unit.

The minimum lot size for a townhouse in R-4 is 3,000 square feet per unit.

As currently platted, each of the interior lots is approximately 5,815 square feet in area.

The proposed replat (Case 16-08) will increase the number of lots from eight (8) to twelve (12), thereby decreasing the size of the lots to under 4,000 square feet.

According to the applicant, a change in the 2009 Flood Zone requires substantial fill be placed on the lots before development can occur. This requirement adds to the cost of development. The creation of additional lots makes this proposed development financially viable.

**IV. FINDINGS OF FACT (CONCLUSION OF LAW):
CASE 16-06 REQUEST FOR ZONE CHANGE FROM R-3 TO R-4**

1. The Planning and Zoning Commission shall make a motion to approve or deny this application based on these Findings of Fact or material introduced at the meeting.
2. These eight (8) lots under consideration for rezoning are located in R-3 Residential Zoning District on a block that has been developed with townhomes.
3. The development area is located in the AE Flood Zone and will require fill in order for development to occur.
6. The applicant is requesting a zone change from R-3 to R-4 in order to create a higher density development.
7. The proposed development plan will replat the existing eight (8) lots to create twelve (12) lots. The proposed replat includes:
Redivision of two lots into three lots on the west side of North Richardson Avenue;
Redivision of six lots into nine lots on the east side of North Richardson Avenue.
8. Case 16-08 Minor Resubdivision is scheduled for a public hearing at this meeting held by the Planning & Zoning Commission.
9. The proposed townhome development will be compatible in density and character with the existing townhome development on block.
10. C-2 Commercial District abuts the proposed townhome development on the east and a high density MHC Mobile Home Community District abuts the development on the west. Berrendo Road, classified as a Minor Arterial, separates the proposed development from the R-S Rural Suburban Zone to the north.

**V. STAFF RECOMMENDATION:
CASE 16-06 REQUEST FOR ZONE CHANGE FROM R-3 TO R-4**

Based on the findings of fact, the nature of the proposed development, and the regulations established in the Zoning Ordinance, Staff recommends approval of CASE 16-06 to authorize the requested zone change from R-3 Residential to R-4 Residential.

**VI. INTENT OF PETITION:
CASE 16-07 REQUEST FOR A VARIANCE – TO REDUCE THE
SETBACK ON A CORNER LOT STREET SIDE YARD**

Legal Description: Lot 1 (Lot 1A on proposed replat) of McDUELL-BROWN SUBDIVISION, located on the Southwest Corner of North Richardson Avenue and West Berrendo Road

Request: Request for a 2.2 foot side yard variance to the required twenty-five foot street side yard variance.

Applicant is requesting a Variance for a corner lot from the required Side Yard Setback (on the Berrendo Road side of the property). Berrendo Road is classified as a Minor Arterial under the City's Functional Street Classification Plan. R-3 and R-4 corner lots abutting an arterial are required to observe a twenty-five (25) five foot street side yard setback. Applicant is requesting a setback variance of two feet and two inches (2.2 feet) in which to build. If allowed to build in the setback, the building would be constructed twenty-two feet ten inches (22.10 feet) from the property line parallel to Berrendo Road.

**VII. FINDINGS OF FACT (CONCLUSION OF LAW):
CASE 16-07 REQUEST FOR A VARIANCE – TO REDUCE THE
SETBACK ON A CORNER LOT STREET SIDE YARD**

1. The Planning and Zoning Commission shall make a motion to approve or deny this application based on these Findings of Fact or material introduced at the meeting.
2. The property owner is requesting a variance for Lot 1 in McDuell-Brown Subdivision. This lot is included in Case 16-06 Zone Change and Case 16-08 Minor Resubdivision.
3. The Minor Resubdivision (J&J Subdivision) going before the Planning & Zoning Commission under Case 16-08 shows a dedication of a ten (10) foot additional Right-of-Way. Before dedication of the Right-of-Way, the original property line is located ten (10) additional feet to the north. If there were no dedication of Right-of-Way, a setback variance would not be requested.
4. The garage and off street parking area are located outside the twenty-five (twenty-five) foot setback area. (See the detailed site plan) A fence will be constructed along the property line parallel to Berrendo Road.

**VIII. STAFF RECOMMENDATION:
CASE 16-07 REQUEST FOR A VARIANCE – TO REDUCE THE
SETBACK ON A CORNER LOT STREET SIDE YARD**

Based on the findings of fact, the nature property, and the regulations established in the Zoning Ordinance, Staff recommends approval of CASE 16-07 to authorize the requested corner lot street side yard variance to allow construction to occur within two feet two inches (2.2 feet) of the side yard setback.

**IX. INTENT OF PETITION:
CASE 16-08 MINOR RESUBDIVISION OF LOTS IN MC DUELL-BROWN
SUBDIVISION TO CREATE J&J SUBDIVISION**

Legal Description: Lots 1 & 2, 13 through 18 of McDUELL-BROWN SUBDIVISION, known as 3213, 3215, 3217 and three lots north of 3217 and two lots north of 3218 North Richardson

Request: Request for a Minor Resubdivision to create the J&J Subdivision with twelve (12) lots from eight (8) existing lots in the McDuell-Brown Subdivision.

**X. FINDINGS OF FACT (CONCLUSION OF LAW):
CASE 16-08 MINOR RESUBDIVISION OF LOTS IN MC DUELL- BROWN
SUBDIVISION TO CREATE J&J SUBDIVISION**

1. The Planning and Zoning Commission shall make a motion to approve or deny this application based on these Findings of Fact or material introduced at the meeting.
2. The proposed townhome development plan includes a replat of the existing eight (8) lots to create twelve (12) lots. The proposed replat includes:
Redivision of two lots into three lots on the west side of North Richardson Avenue;
Redivision of six lots into nine lots on the east side of North Richardson Avenue.
3. The development area is located in the AE Flood Zone and will require fill in order for development to occur.
4. The proposed townhome development will be compatible in density and character with the existing townhome development on the block.
5. The replat includes the dedication of a ten (10) foot Right-of-Way parallel to Berrendo Road.
6. The recommendation of the Planning & Zoning Commission will be forwarded to the City Council for final approval and signature of the Minor Resubdivision of the specified lots in McDuell-Brown Subdivision to create J&J Subdivision.

**XI. STAFF RECOMMENDATION:
CASE 16-08 MINOR RESUBDIVISION OF LOTS IN MC DUELL- BROWN
SUBDIVISION TO CREATE J&J SUBDIVISION**

Based on the findings of fact, the nature of the proposed development, and the regulations established in the Zoning Ordinance, Staff recommends approval of CASE 16-08 for a Minor Subdivision to create twelve (12) lots from eight (8) lots and dedication of an additional ten (10) foot Right-of-Way.

XII. LIST OF EXHIBITS FOR ALL THREE CASES 16-06, 16-07, & 16-08

**EXHIBIT A: STAFF SUMMARIES FOR
CASE 16-06 ZONE CHANGE
CASE 16-07 VARIANCE
CASE 16-08 MINOR RESUBDIVISION**

EXHIBIT B: APPLICATION FOR CASE 16-06 ZONE CHANGE

EXHIBIT C: APPLICATION FOR CASE 16-07 VARIANCE (2 PAGES)

EXHIBIT D: APPLICATION FOR CASE 16-08 MINOR RESUBDIVISION

**EXHIBIT E: CHAVES COUNTY ASSESSOR'S MAP IDENTIFYING PROPERTIES
UNDER CONSIDERATION FOR ZONE CHANGE IN CASE 16-06
AND RESUBDIVISION IN CASE 16-08**

**EXHIBIT F: LETTER NOTIFYING SURROUNDING PROPERTY OWNERS FOR
CASES 16-06 AND 16-08**

**EXHIBIT G: LIST OF PROPERTY OWNERS NOTIFIED FOR CASES 16-06 AND
16-08**

**EXHIBIT H: CHAVES COUNTY ASSESSOR'S MAP IDENTIFYING PROPERTIES
NOTIFIED OF PUBLIC HEARING FOR ZONE CHANGE CASE 16-06,
VARIANCE CASE 16-07, & MINOR RESUBDIVISION CASE 16-08**

**EXHIBIT I: LETTER NOTIFYING SURROUNDING PROPERTY OWNERS FOR
CASE 16-07**

**EXHIBIT J: CHAVES COUNTY ASSESSOR'S MAP IDENTIFYING PROPERTY
UNDER CONSIDERATION FOR VARIANCE IN CASE 16-07**

EXHIBIT K: LIST OF PROPERTY OWNERS NOTIFIED FOR CASE 16-07

EXHIBIT L: DETAIL SHOWING VARIANCE REQUEST FOR CASE 16-07

EXHIBIT M: J&J SUBDIVISION FOR CASE 16-08

AREA MAP REGARDING CASES 16-06 & 16-08
(Lots shaded in pink are under consideration of a Zone Change Request from R-3 to R-4 and Redivision from 8 lots to 12 lots)

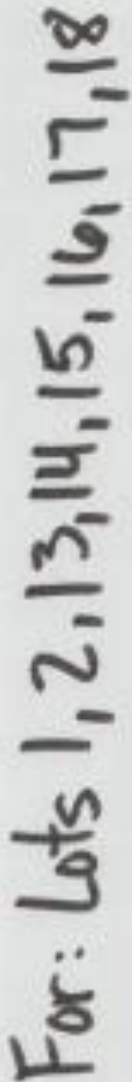


EXHIBIT M: J&J SUBDIVISION CASE 16-08

J&J SUBDIVISION ROSWELL, CHAVES COUNTY, NEW MEXICO

DESCRIPTION, FREE CONSENT AND DEDICATION:

BE IT KNOWN that J & J Campbell Real Estate, Inc., a New Mexico Corporation is the owner and proprietor of Lots 1, 2, 13, 14, 15, 16, 17 and 18 of McDowell-Brown Subdivision in the City of Roswell, County of Chaves and State of New Mexico as shown on the Official Plat filed in the Chaves County Clerk's Office on February 24, 1984 and recorded in Book J of Plat Records, at Page 31.

BE IT FURTHER KNOWN that the undersigned owner and proprietor of the above described tracts have caused the same to be plotted with their free consent and in accordance with their desire into what is known and hereby designated as J & J SUBDIVISION in the City of Roswell, Chaves County, New Mexico, and do hereby dedicate all streets, alleys, and easements shown on this plat for the public use and benefit.

IN WITNESS WHEREOF the undersigned owner has hereunto set their hand on _____, 2016.

By: Jimmie Campbell, President of J & J Campbell Real Estate, Inc.

APPROVAL OF THE CHAVES COUNTY FLOOD COMMISSIONER:

This is to certify that the foregoing plat has been examined and approved by the Chaves County Flood Commissioner on _____, 2016.

Chaves County Flood Commissioner

APPROVAL OF THE PLANNING AND ZONING COMMISSION:

This is to certify that the foregoing plat has been examined and approved by the Planning and Zoning Commission of the City of Roswell, Chaves County, New Mexico on _____, 2016.

Attest:

Chairman

APPROVAL OF THE ROSWELL CITY COUNCIL:

This is to certify that the foregoing plat has been examined and approved by the City Council of the City of Roswell, Chaves County, New Mexico on _____, 2016.

Attest:

Mayor

SURVEYOR'S CERTIFICATE:

I, Todd P. Wagener, New Mexico Licensed Professional Surveyor No. 9242, do hereby certify that this Boundary Survey Plat and the actual survey on the ground are in accordance with the provisions of the Surveying Act of 1968, and that I am responsible for this survey; that this survey meets the Minimum Standards for Surveying in New Mexico; and that it is true and correct to the best of my knowledge and belief. I also state that the proposed subdivision does not violate any existing zoning and planning jurisdiction of the City of Roswell, Chaves County, New Mexico.

Todd P. Wagener N.M.L.P.S. No. 9242 Date of Survey _____ Date of Plat _____

FILING AND RECORDING

STATE OF NEW MEXICO }
COUNTY OF CHAVES } SS

FILED FOR RECORD on _____ 2016
at _____ o'clock _____ P.M., and recorded in
Book _____ Page _____
Fee _____ Receipt No. _____

County Clerk

Deputy Clerk

REFERENCE DOCUMENTS:

DEED TO RECORD CLERK'S RECORDS

DEED TO RECORD CLERK'S RECORDS

DEED TO RECORD CLERK'S RECORDS

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Notary Public
Jimmie Campbell, President of J & J Campbell Real Estate, Inc.

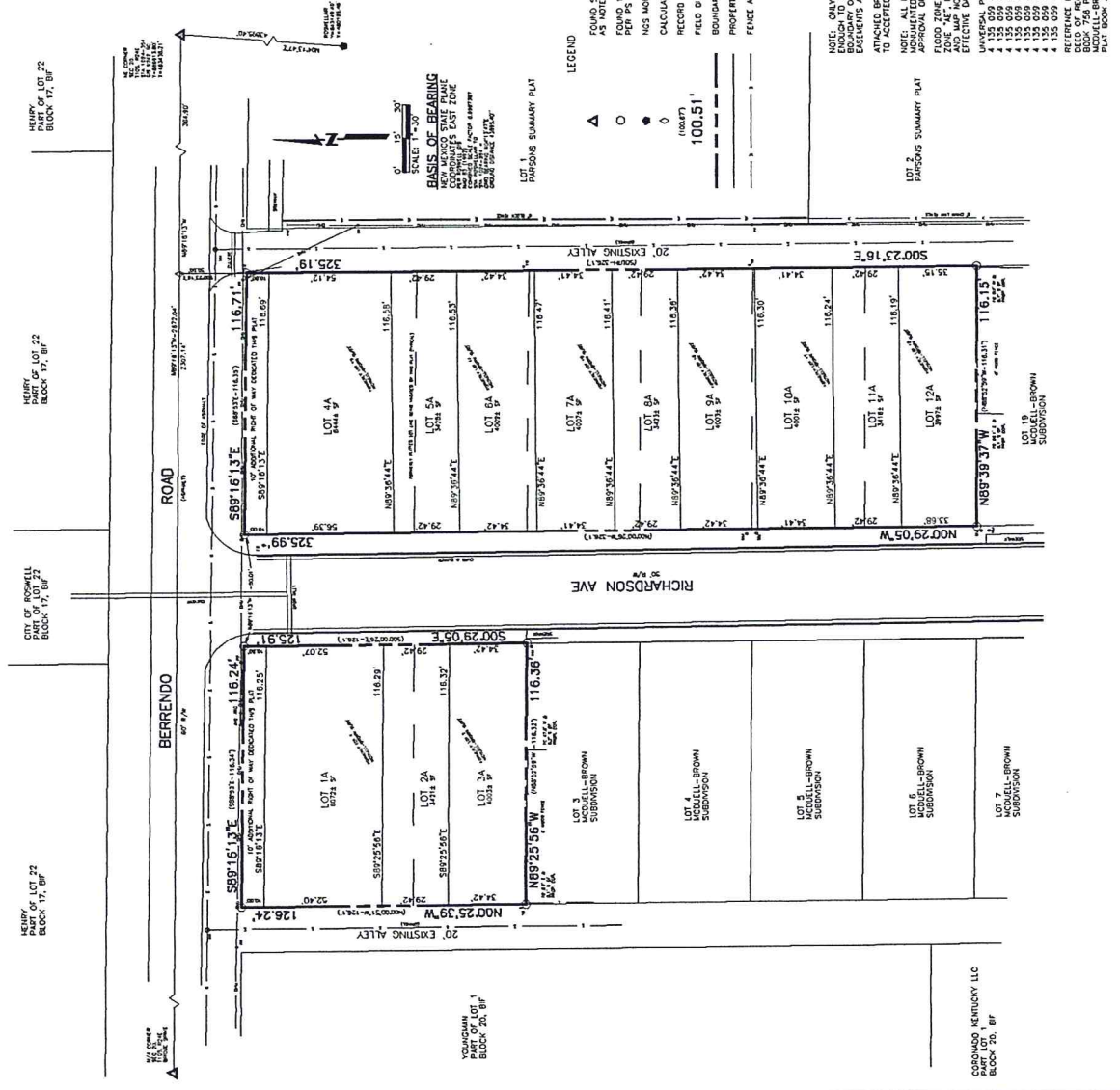
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WAGENER ENGINEERING
1410 N. MISSOURI AVE
ROSWELL, N. M. 88201
(505) 623-8382

**ROSWELL NEW MEXICO
AGENDA ITEM ABSTRACT**

Regular City Council Meeting

Item No. 25.

Meeting Date: 07/14/2016

COMMITTEE: N/A

CONTACT: Sharon Coll

CHAIR: N/A

ACTION REQUESTED:

DEPARTMENT REPORTS:

- Gross Receipts Tax
- Roswell Public Library
- Human Resources
- Roswell Police Department
- Roswell Police Department Animal Control
- Convention Center
- Lodgers Tax
- Roswell Convention and Civic Center Activity Report
- Roswell Convention and Civic Center Expense Report
- Roswell Convention and Civic Center Maintenance Report
- Roswell Visitors Center Report
- Fire Department
- Parks and Recreation
- Code Enforcement
- RIAC

BACKGROUND:

Not applicable.

FINANCIAL CONSIDERATION (See Fiscal Impact below)

Not applicable.

LEGAL REVIEW:

Not applicable.

BOARD AND COMMITTEE ACTION:

Not applicable.

STAFF RECOMMENDATION:

Not applicable.

Attachments

Gross Receipts Tax
Roswell Public Library
HR
Roswell Police Department
Convention Center
Lodgers Tax
RC & CC Activity Report

RC & CC Maintenance Report

RC & CC Expense Report

Roswell Visitors Center

Fire Department

Parks and Recreation

Code Enforcement

RIAC

**CITY OF ROSWELL
GROSS RECEIPTS TAX REPORT FY16
JUNE 2016**

THIS MONTH'S
CHECK

\$2,300,256.25

LAST MONTH'S
CHECK

\$2,600,079.99

THIS MONTH'S
CHECK
1 YEAR AGO

\$2,536,492.00

2015 FISCAL YEAR
COLLECTIONS TO DATE

\$30,572,662.11

2016 FISCAL YEAR
COLLECTIONS TO DATE

\$28,758,295.74

YEAR TO DATE

LAST YEAR (JUNE 2015)

-5.93%

LAST MONTH (MAY 2016)

-9.31%

BUDGETED INCREASE FOR FISCAL YEAR 2016

-11.53%

PERCENT VS BUDGETED AMOUNT

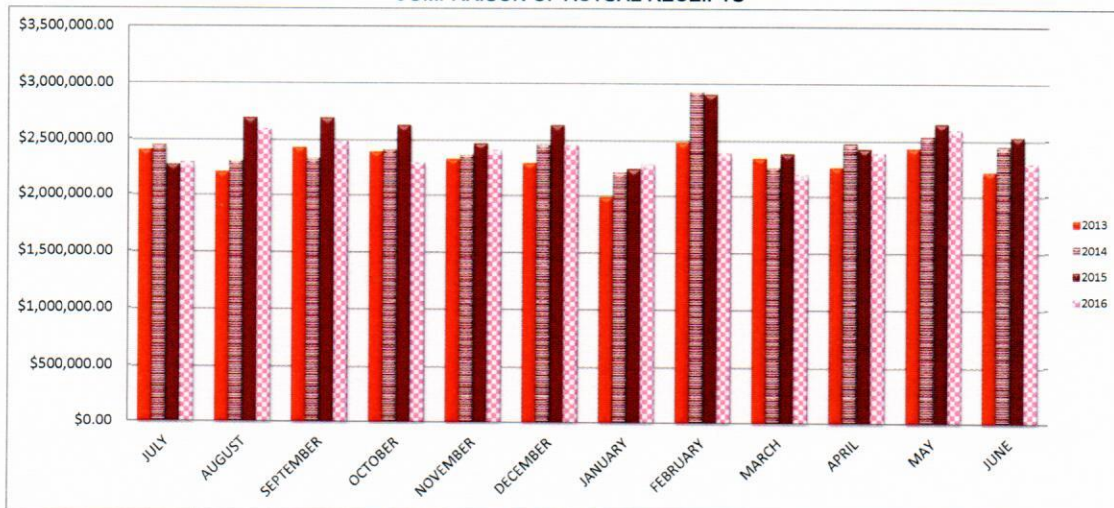
0.5%

-6.43%

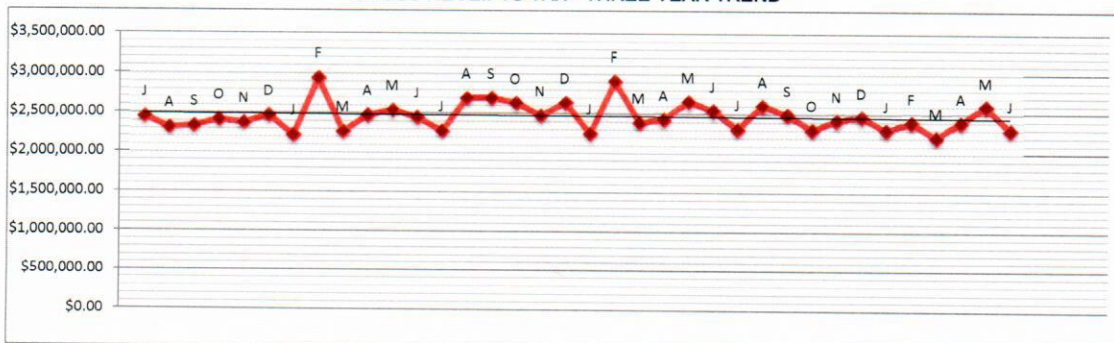
ACTUAL GROSS RECEIPTS TAX RECEIVED

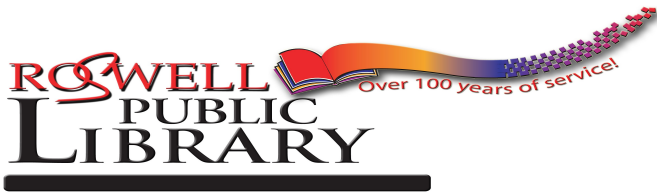
	Fiscal 2013	Fiscal 2014	Fiscal 2015	Fiscal 2016
JULY	\$2,411,603.33	\$2,456,299.54	\$2,276,972.79	\$2,302,833.20
AUGUST	2,214,879.40	2,317,234.25	2,695,926.14	2,600,775.56
SEPTEMBER	2,435,316.19	2,337,660.35	2,695,359.27	2,489,037.09
OCTOBER	2,398,219.78	2,416,541.63	2,632,327.18	2,300,185.71
NOVEMBER	2,333,992.18	2,377,565.87	2,473,024.72	2,416,633.33
DECEMBER	2,298,027.78	2,470,059.94	2,637,083.83	2,461,769.31
JANUARY	1,996,326.28	2,223,551.93	2,247,478.13	2,293,590.95
FEBRUARY	2,490,225.25	2,941,276.82	2,911,146.44	2,391,951.90
MARCH	2,349,737.54	2,266,645.09	2,387,102.40	2,208,221.49
APRIL	2,268,112.82	2,476,673.68	2,425,986.73	2,392,960.96
MAY	2,434,954.33	2,540,623.58	2,653,762.48	2,600,079.99
JUNE	2,229,736.02	2,450,030.17	2,536,492.00	2,300,256.25
TOTAL	\$27,861,130.90	\$29,274,162.85	\$30,572,662.11	\$28,758,295.74

COMPARISON OF ACTUAL RECEIPTS



GROSS RECEIPTS TAX - THREE YEAR TREND





June Report

Building

Facilities Maintenance has finished working on replacing the tiles throughout the building. This has been a huge job!

Our annual fire extinguisher inspection as well as our fire suppression system test was conducted this month.

We replaced two windows in the Young Adult area. The seals had broken and water between the glass caused the windows to be “foggy”.

Personnel

Bianca Cheney, Reference Technician, has been promoted to Librarian I and will be our new Young Adult/Audio-Visual Librarian. This means that her position is now open and we are currently advertising that opening.

Debbie Reyer, Circulation Library Assistant, celebrated her 8th anniversary with us this month!

Training

Webinars attended this month: Tips for Storytime Success, How to start a code club, getting your Library visible on the web, Linked Library Services.

Staff also attended the following sessions offered by the City's Safety Department: Public Liability for Supervisors/Managers (4), Bloodborne Pathogens and CPR.

Classes, tours, school visits, outreach, programs

Fourteen Story Times were conducted, five Tween programs were held and we had two programs for adults. We have a great response and attendance for all of the programs and everyone seems to have had a great time.

Our Children's Librarian went to Monterey School and conducted several story times for 130 students.

The Library has participated in the Community Investment Project in various neighborhoods on Saturdays this summer. We have been telling people about the Library, our programs, signing people up for Library Cards, etc.

We will participated in the Labor of Love event at the Regional Hospital on June 25th. It will be indoors this time so at least we won't be out in the heat.

We also conducted a coloring program at Senior Circle.

City of Roswell, NM
Personnel Changes for the Month of
JUNE 2016

Status Legend

RFT - Regular Full-Time

RPT - Regular Part-Time

TFT - Temporary Full-Time

PFT - Probationary Full-Time

PPT - Probationary Part-Time

TPT - Temporary Part-Time

NEW HIRE				
Date	Name	Position	Department	Status
6/1/16	Iiams, Thomas J.	Police Recruit	Police	PFT
6/10/16	Mahan, Justin T.	Waste Water Electrician	Waste Water	PFT
6/10/16	Strange, Brandon S.	Museum Attendant (RFT)	Museum	PFT
6/20/16	Estrada, Johnny A.	Police Service Aide	Police	PPT
TRANSFER/PROMOTION/DEMOTION				
Date	Name	Position	Department	Status
5/27/16	Darby, Yancy E.	Police Recruit to Police Officer	Police	PFT
5/27/16	Edwards, Daniel K.	Police Recruit to Police Officer	Police	PFT
5/27/16	Villarreal, Arturo I	Police Recruit to Police Officer	Police	PFT
6/10/16	Devos, Bart W.	Police Officer to Police Sergeant	Police	RFT
6/24/16	Cheney, Bianca R.	Reference Technician to Librarian	Library	RFT

EXIT				
Date	Name	Position	Department	Status
6/9/16	Otero, Nichole C.	Customer Service Clerk	Water/Customer Service	PFT
6/28/16	Roberts, Kenneth W.	Police Officer	Police	RFT
6/30/16	Gutierrez, Alvaro T.	Laborer	Parks	RFT

RETIREMENT				
Date	Name	Position	Department	Status

ROSWELL POLICE DEPARTMENT
MONTHLY REPORT
June of 2016

CRIMES AGAINST PERSONS	THIS MONTH	THIS MONTH LAST YEAR	YEAR TO DATE	LAST YEAR TO DATE	% Change (+/-)
<i>Murder*</i>	5	0	10	0	0.00%
<i>**Justifiable Homicide</i>	0	0	0	0	0.00%
<i>Criminal Sexual Penetration</i>	1	2	8	13	-38.46%
<i>Robbery</i>	4	2	13	17	-23.53%
<i>Assault</i>	8	16	88	103	-14.56%
<i>Minors-Sexual Penetration</i>	1	2	12	8	50.00%
<i>Minors-Sexual Contact</i>	1	7	14	14	0.00%
<i>Child Abuse</i>	6	1	38	22	72.73%
<i>Crimes Against Persons (Non-Violent)*</i>	140	108	818	736	11.14%

CRIMES AGAINST HOUSEHOLD MEMBER					
<i>Domestic Violence-Physical Contact</i>	50	65	227	234	-2.99%
<i>Domestic Violence-Verbal</i>	59	63	331	279	18.64%

PROPERTY CRIMES					
<i>Burglary</i>	43	60	192	307	-37.46%
<i>Larceny</i>	143	150	732	902	-18.85%
<i>Motor Vehicle Theft</i>	12	7	53	52	1.92%
<i>Criminal Damage</i>	60	56	342	311	9.97%
<i>Graffiti</i>	8	4	20	42	-52.38%
<i>All Other Crimes Against Property**</i>	43	42	214	206	3.88%

DWI	10	9	68	57	19.30%
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PERSONS ARRESTED	573	504	3826	3057	25.16%
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TRAFFIC REPORT					
<i>Fatal Accidents</i>	0	2	0	3	-100.00%
<i>Injury Accidents</i>	28	23	155	146	6.16%
<i>Property Damage Only</i>	119	142	794	747	6.29%
<i>Traffic Citations</i>	862	884	5,740	7,315	-21.53%

TOTAL ACTIVITIES					
<i>Officer Initiated</i>	1,968	2,573	13,880	17,895	-22.44%
<i>Calls for Service</i>	3,371	3,285	18,246	17,208	6.03%

*Less Justifiable Homicide ie: self defense, officer involved shootings, etc. **The two numbers combined will reflect the homicide totals shown in Part I Crimes.

Philip Smith, Chief of Police

Prepared by Georgia Davey
5-Jul-16

ROSWELL POLICE DEPARTMENT

PART I CRIMES

June of 2016

PART I CRIMES	HIS MONT	THIS MONTH LAST YEAR	YEAR TO DATE	LAST YEAR TO DATE	% Change (+/-)
CRIMINAL HOMICIDE TOTAL	5	0	10	0	0.00%
<i>Murder/Nonnegligent Homicide</i>	5	0	10	0	0.00%
<i>Manslaughter By Negligence</i>	0	0	0	0	0.00%
FORCIBLE RAPE TOTAL	2	4	19	20	-5.00%
<i>Rape By Force</i>	2	4	19	19	0.00%
<i>Attempts to Commit Forcible Rape</i>	0	0	0	1	-100.00%
ROBBERY TOTAL	4	2	14	17	-17.65%
<i>Firearm</i>	2	0	6	5	20.00%
<i>Knife or Cutting Instrument</i>	0	1	2	2	0.00%
<i>Other Dangerous Weapon</i>	0	0	1	1	0.00%
<i>Strong-Arm (Hands, Fists, Feet, Etc.)</i>	2	1	5	9	-44.44%
ASSAULT TOTAL	58	81	318	337	-5.64%
<i>Firearm</i>	13	6	55	46	19.57%
<i>Knife or Cutting Instrument</i>	5	6	24	24	0.00%
<i>Other Dangerous Weapon</i>	5	5	15	29	-48.28%
<i>Hands, Fists, Feet, Etc.-Aggravated Injury</i>	0	1	9	7	28.57%
<i>Other Assaults-Simple, Not Aggravated</i>	35	63	218	230	-5.22%
BURGLARY TOTAL	43	60	192	307	-37.46%
<i>Forcible Entry</i>	28	34	133	207	-35.75%
<i>Unlawful Entry-No Force</i>	13	25	57	89	-35.96%
<i>Attempted Forcible Entry</i>	2	1	2	11	-81.82%
LARCENY THEFT TOTAL	143	150	732	904	-19.03%
MOTOR VEHICLE THEFT TOTAL	12	7	53	52	1.92%
<i>Autos</i>	11	7	46	47	-2.13%
<i>Trucks and Busses</i>	0	0	3	0	0.00%
<i>Other Vehicles</i>	1	0	4	5	-20.00%
GRAND TOTAL	267	304	1338	1637	-18.27%
CRIMES NOT REPORTED ELSEWHERE					
<i>Arson</i>	7	2	16	8	100.00%
<i>LEOKA*** (Also shown in Part I Assaults)</i>	0	2	24	8	200.00%

****(Law Enforcement Officers Killed or Assaulted)*

Philip Smith, Chief of Police

Prepared by Georgia Davey

5-Jul-16

ROSWELL POLICE DEPARTMENT

PART II CRIMES

June of 2016

PART II CRIMES	HIS MONT	THIS MONTH LAST YEAR	YEAR TO DATE	LAST YEAR TO DATE	% Change (+/-)
CRIMES AGAINST PERSONS (Non-Violent)					
<i>Weapons Violations</i>	1	0	3	1	200.00%
<i>Voyeurism Prohibited</i>	0	0	0	0	0.00%
<i>Indecent Exposure</i>	2	1	9	4	125.00%
<i>Child Solicitation by Electronic Means</i>	0	1	1	2	-50.00%
<i>Enticement of a Child</i>	0	0	4	2	100.00%
<i>Custodial Interference</i>	2	5	10	19	-47.37%
<i>Disorderly Conduct</i>	24	17	112	108	3.70%
<i>Disorderly House</i>	11	13	38	84	-54.76%
<i>Criminal Trespass</i>	17	7	101	40	152.50%
<i>Simple Assaults/Simple Battery</i>	28	26	142	134	5.97%
<i>Harassment</i>	12	9	73	50	46.00%
<i>Stalking</i>	2	1	8	7	14.29%
<i>Kidnapping</i>	1	0	4	3	33.33%
<i>Threats</i>	12	5	65	60	8.33%
<i>Public Affray</i>	4	3	40	62	-35.48%
<i>Public Nuisance</i>	5	0	23	17	35.29%
<i>Runaway</i>	12	7	117	68	72.06%
<i>Emergency Removal</i>	3	5	39	25	56.00%
<i>Missing Person</i>	1	5	13	22	-40.91%
<i>TRO Violation</i>	3	3	16	28	-42.86%
TOTAL *Shown in Monthly Report Also	140	108	818	736	11.14%
CRIMES AGAINST PROPERTY					
<i>Forgery</i>	0	1	6	11	-45.45%
<i>Fraud</i>	28	36	149	136	9.56%
<i>Embezzlement</i>	8	1	26	31	-16.13%
<i>Shooting at Unoccupied Dwelling or Veh</i>	1	1	3	5	-40.00%
<i>Stolen Property Possession/Recovery</i>	4	1	13	8	62.50%
<i>Identity Theft</i>	2	2	17	15	13.33%
TOTAL **Shown in Monthly Report Also	43	42	214	206	3.88%
GRAND TOTAL	183	150	1032	942	9.55%

Philip Smith, Chief of Police

Prepared by Georgia Davey

5-Jul-16

ROSWELL POLICE DEPARTMENT
ANIMAL CONTROL
June of 2016

	THIS MONTH	THIS MONTH LAST YEAR	YEAR TO DATE	LAST YEAR TO DATE	% Change (+/-)
ANIMAL INTAKE					
<i>Dogs</i>	268	316	1469	1726	-14.89%
<i>Cats</i>	211	286	876	1117	-21.58%
<i>Other</i>	4	3	14	26	-46.15%
<i>Returns</i>	1	6	14	34	-58.82%
INTAKE TOTAL	484	611	2373	2903	-18.26%

ADOPTIONS					
<i>Private Adoptions</i>	58	114	346	494	-29.96%
<i>Dogs</i>	51	78	296	367	-19.35%
<i>Cats</i>	5	36	40	124	-67.74%
<i>Other</i>	2	0	11	3	266.67%
<i>Roswell Humane Society Adoptions</i>	0	30	32	114	-71.93%
<i>Dogs</i>	0	28	28	101	-72.28%
<i>Cats</i>	0	2	4	13	-69.23%
<i>Other</i>	0	0	0	0	0.00%
<i>Rescue Adoptions</i>	180	156	854	952	-10.29%
<i>Dogs</i>	121	82	606	612	-0.98%
<i>Cats</i>	59	74	248	340	-27.06%
<i>Other</i>	0	0	0	0	0.00%
ADOPTIONS TOTAL	238	300	1232	1560	-21.03%

RECLAIMS					
<i>Dogs</i>	63	75	372	426	-12.68%
<i>Cats</i>	1	0	16	12	33.33%
<i>Other</i>	0	0	3	2	50.00%
RECLAIMS TOTAL	64	75	391	440	-11.14%

EUTHANASIA					
<i>Dogs</i>	20	45	149	221	-32.58%
<i>Cats</i>	21	36	73	124	-41.13%
<i>Feral Cats</i>	73	66	347	322	7.76%
<i>Feral Kittens</i>	54	72	119	169	-29.59%
<i>Other</i>	1	3	1	16	-93.75%
EUTHANASIA TOTAL	169	222	689	852	-19.13%

MISC DISPOSTION (Dead, Stolen, Missing)	0	0	0	0	0.00%
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ALL OTHER					
<i>DOA</i>	33	58	307	361	-14.96%
<i>DOA Vet</i>	5	29	67	185	-63.78%
<i>Dog Bites</i>	5	9	29	34	-14.71%
<i>Cat Bites</i>	1	1	2	11	-81.82%

TOTAL CALLS	1,042	956	5,770	5,788	-0.31%
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Prepared by Georgia Davey

5-Jul-16

Philip Smith, Chief of Police

CITY OF ROSWELL LODGERS' TAX REPORT - FY 16 JUNE 2016

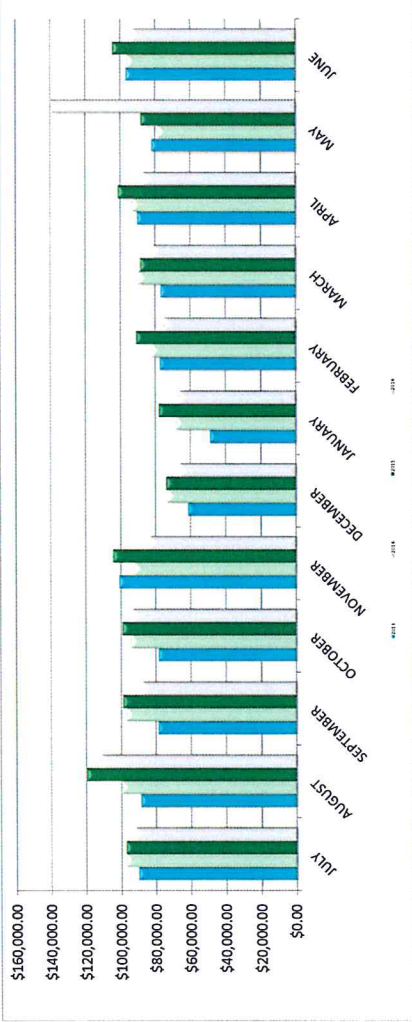
THIS MONTH'S TAXES RECEIVED	LAST MONTH'S TAXES RECEIVED	THIS MONTH'S TAXES RECEIVED 1 YEAR AGO
\$93,103.46	\$139,583.19	\$104,358.62
2015 FISCAL YEAR COLLECTIONS TO DATE	ESTIMATED PENDING FY16 COLLECTIONS	2016 FISCAL YEAR COLLECTIONS TO DATE
\$1,145,013.49	\$8,442.55	\$1,075,949.60

YEAR TO DATE
LAST YEAR (JUNE 2015)
LAST MONTH (MAY 2016)
BUDGETED DIFFERENCE FROM FISCAL YEAR 2015 ACTUAL

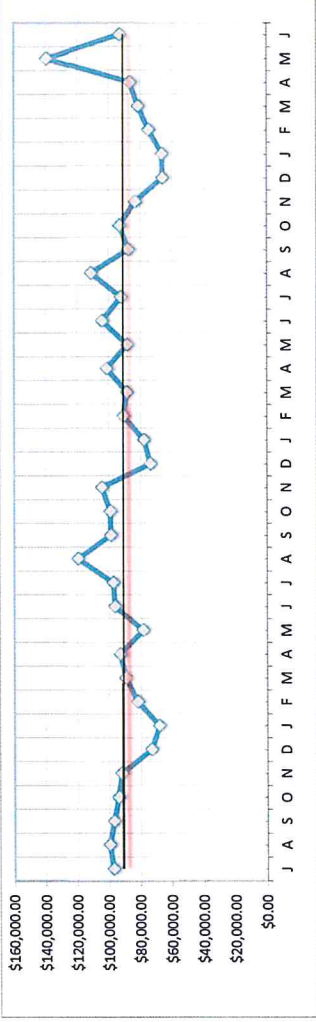
-6.03%
-10.79%
-33.30%
-1.56%

	Fiscal 2013	Fiscal 2014	Fiscal 2015	Fiscal 2016
JULY	\$90,300.33	\$97,457.04	\$97,411.08	\$92,243.43
AUGUST	88,793.82	99,919.54	119,690.78	111,352.47
SEPTEMBER	78,930.96	97,009.21	98,916.48	87,638.24
OCTOBER	78,633.40	94,330.06	99,236.39	93,266.12
NOVEMBER	101,235.86	92,167.32	104,505.66	83,360.96
DECEMBER	61,663.08	73,349.46	73,815.42	66,075.55
JANUARY	49,134.39	68,455.83	77,958.32	66,389.60
FEBRUARY	77,563.48	82,128.65	90,900.30	74,869.10
MARCH	77,103.81	89,411.65	88,540.91	81,500.76
APRIL	90,423.37	93,015.35	101,407.00	86,566.72
MAY	82,396.46	78,592.18	88,272.53	139,583.19
JUNE	96,994.71	96,268.38	104,358.62	93,103.46
	\$973,173.67	\$1,062,104.67	\$1,145,013.49	\$1,075,949.60

COMPARISON OF ACTUAL RECEIPTS



LODGERS' TAX - THREE YEAR TREND



Penalties included in above Totals

MAY 2016'S EVENTS:

May 2016: Cinco De Mayo, Roswell & Goddard High School Graduations, Valley Vintage Car Show, ENMU-R & University High School Graduations, Roswell Road Race Series-Race for the Zoo, Jessie Andrus & Mike Hillman Memorial Bull Riding, 2016 Roswell Filmfest & Cosmicon (Film Festival), Roswell Hike It! & Spike It! 4 on 4 Flag Football.

EVENTS PAID IN PART BY LODGERS' TAX INDICATED IN BLUE, CONVENTION CENTER EVENTS IN GREEN

CITY OF ROSWELL

CONVENTION CENTER ROOM FEE - FY16

JUNE 2016

FY16 THIS MONTH'S
REVENUE & ROOM
TOTALS

\$50,874.50
20,350

FY16 LAST MONTH'S
REVENUE & ROOM
TOTALS

\$87,807.50
35,123

FY15 THIS MONTH'S
REVENUE & ROOM
1 YEAR AGO / TOTALS

\$56,607.50
22643

2015 FISCAL YEAR
COLLECTIONS TO DATE

\$674,385.00

ESTIMATED
PENDING
FY16
COLLECTIONS

\$5,417.50

2016 FISCAL YEAR
COLLECTIONS TO DATE

\$621,189.50

YEAR TO DATE

LAST YEAR (JUNE 2015)

LAST MONTH (MAY 2016)

BUDGETED DIFFERENCE FROM FISCAL YEAR 2015 ACTUAL

-7.89%
-10.13%
-42.06%
-11.03%

ACTUAL CONVENTION CENTER FEES RECEIVED

	Rooms FY13	Fiscal 2013	Rooms FY14	Fiscal 2014	Rooms FY15	Fiscal 2015	Rooms FY16	Fiscal 2016
JULY		\$0.00		\$0.00	23,846	\$59,614.50	20,826	\$52,065.00
AUGUST		0.00		0.00	28,087	70,219.00	24,973	62,432.50
SEPTEMBER		0.00		0.00	23,650	59,124.00	20,285	50,712.50
OCTOBER		0.00		0.00	23,817	59,542.50	22,020	55,050.00
NOVEMBER		0.00		0.00	25,024	62,560.00	19,578	48,945.00
DECEMBER		0.00	19156	47,890.00	18,502	46,230.00	14,957	37,392.50
JANUARY		0.00	18390	45,975.00	19,587	48,992.50	15,765	39,412.50
FEBRUARY		0.00	18842	47,105.00	21,171	52,927.50	16,609	41,522.50
MARCH		0.00	21489	53,722.50	20,003	50,007.50	18,290	45,725.00
APRIL		0.00	22540	56,350.00	22,885	57,212.50	19,700	49,250.00
MAY		0.00	19610	49,025.00	20,539	51,347.50	35,123	87,807.50
JUNE		0.00	22784	56,960.00	22,643	56,607.50	20,350	50,874.50
		\$0.00		\$357,027.50		\$674,385.00		\$621,189.50

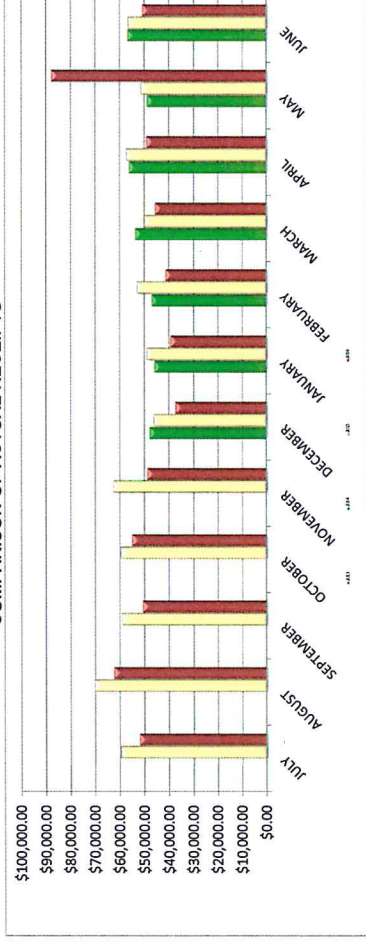
FY 2013 ROOM TOTAL 0

FY 2014 ROOM TOTAL 142811

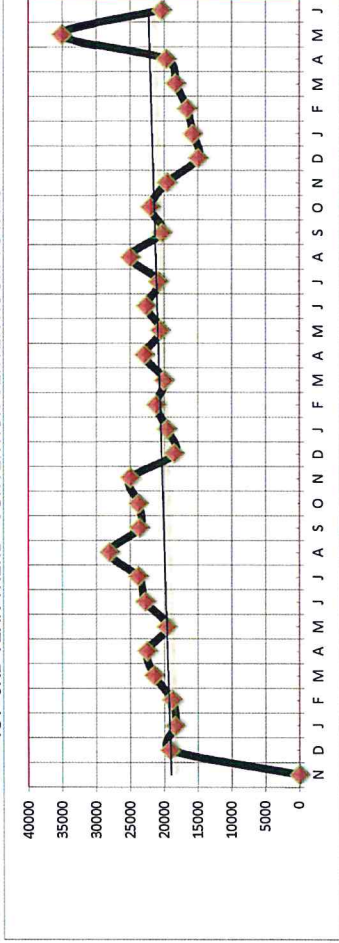
FY 2015 ROOM TOTAL 269754

FY 2016 ROOM TOTAL 248476

COMPARISON OF ACTUAL RECEIPTS



1ST- 3RD YEAR TREND - CONVENTION CENTER ROOM TOTALS



Penalties Collected in FY 2016 \$6,352.76 are not included in the above totals

May 2016'S EVENTS:

Cinco De Mayo, Roswell & Goddard High School Graduations, Valley Vintage Car Show, ENMU-R & University High School Graduations, Roswell Road Race Series-Race for the Zoo, Jessie Andrus & Mike Hillman Memorial Bull Riding, 2016 Roswell Filmfest & Comicon (Film Festival), Roswell Hike It! & Spike It! 4 on 4 Flag Football.

EVENTS PAID IN PART BY LODGERS' TAX INDICATED IN BLUE, CONVENTION CENTER EVENTS IN GREEN



	*Set-up/Tear Down days included in this number									
						</				



GOALS/ACTIVITY AND MONTHLY MAINTENANCE REPORT

JUNE, 2016

Facilities Maintenance

Maintenance Staff attended Heat Stress and Safety, and Hazardous Communication for Office Staff classes held here at the Center. With the staff maintaining the lawns and grounds for both the Convention Center and Museum this training will very beneficial. The carpets in the Exhibit Hall were shampooed and scotch guarded on May 23rd. The carpets in the Lobby, Breakout Rooms, East Hallway and Offices are scheduled to be shampooed and scotch guarded on June 13th. The Restrooms in the entire facility were sanitized and chemical washed on the 31st of May. The kitchen floor tile and appliances are scheduled to be sanitizer and chemical washed on June 13th. Staff constantly stays busy with the events, maintenance, cleaning, and repairs needed at the Center.

Exterior Repair and Maintenance

Staff worked on power washing the walls and sidewalks on the entire west side of the facility. Orlando from Facilities Maintenance started painting the (exterior) east side of the building on June 21st and will continue to paint in between events. Orlando will also get a paint match of the existing color. Facilities Maintenance is also working on texture repairs in the lobby and bathrooms on the west side of the building.

Floors and Carpet

The tile and grout in all the entry ways and lobby are scheduled to be chemically washed and cleaned on June the 9th. The Exhibit Hall carpets were shampooed and scotch guarded on May the 23rd. The kitchen floor tiles are scheduled to be sanitized and washed on June 13th. The carpets in the Classrooms, East Hall Way and front offices are scheduled to shampoo and scotch guarded on June 13th. Due to all the wear and tear during the year this is done once a year to keep a nice clean appearance. The cleaning, washing and sanitizing of the tile floors in the center are scheduled on a quarterly basis. Staff keeps up with the spot cleaning as well as stain removal of the tile and carpets in the entire facility before and after events.

Restrooms

The tile floors in all the rest rooms were chemically washed and cleaned on June 20th. Staff and Facilities Maintenance are staying on top of the drains in the Concession Stand and the sewer lines in the ladies restroom on the west side of the lobby. Hoping to eliminate the odor we have been dealing with on the north side of the lobby on windy days.

Fire Alarm System

Old Guard LLC preformed their quarterly test on March 29th with no problems. Inspection and testing of the fire alarm system has per NFPA and the Office of the Fire Marshal. Testing is done on a quarterly basis and the next test is scheduled for June 29th.

GOALS /ACTIVITY AND MONTHLY MAINTENANCE REPORT JUNE, 2016

Visitors Center

For the month of June the Visitors Center directed visitors to our local neighbors, and to the public events that Roswell has to offer. We continue to make sure hotels are stocked with the Roswell and Day Trip Brochures. The Visitors Center received brochures and Visitors Guides from the different cities around New Mexico along with some out of state brochure and Visitors Guides for 2016. The staff has prepared Visitors bags for the UFO Festival and Senior Olympics. The Center received 1200 Point of Interest Maps from the Tourism Council to hand out to Visitors that come into the center. Our Roswell Visitors Center website, Facebook and Marquee are updated on a daily basis. We continue to promote all the events in Roswell on the Portales radio on Thursday mornings of every week.

Staff

The Events Receptionists continue to work on the event files for the month of July, August and September. The Event Receptionist and Services Director attend the same training attended by the maintenance staff that was hosted by the City of Roswell Safety Department. Staff continues to take rental inquiries and give tours of the facility to new and potential event holders. We prepared additional rental packets as we have recently had an influx of request for rental information. The Event Services Director continues to update the Civic Center Facebook to inform the public of upcoming events. During the month of June, 2016 the Roswell Convention & Civic Center accommodated a total of 13 event days. Some of the events this month were the NM Annual Conference of the United Methodist Church, Primary Elections, City Safety Training, and the Youth Challenge Banquet. The events held this month had an estimated attendance of 2,871 guests.

Ground Maintenance

Convention Center Staff continues to maintain the lawns and parking lot for the Convention Center and Museum along with cleaning under and around all the scrubs and in the parking lot and picking up trash in the spring river on the west side and next to the museum. Staff also maintains the Spring River between the Convention Center and the Museum cleaning and removing weeds and trash.

Museum Ground Maintenance

The Convention Center Staff continues to maintain the lawn at Museum. Replaced sprinkler heads and valves in preparations for the upcoming growing season. Staff has also been working on the flower beds and plants on the south side of the Museum as time allows.



MONTHLY EXPENSE REPORT

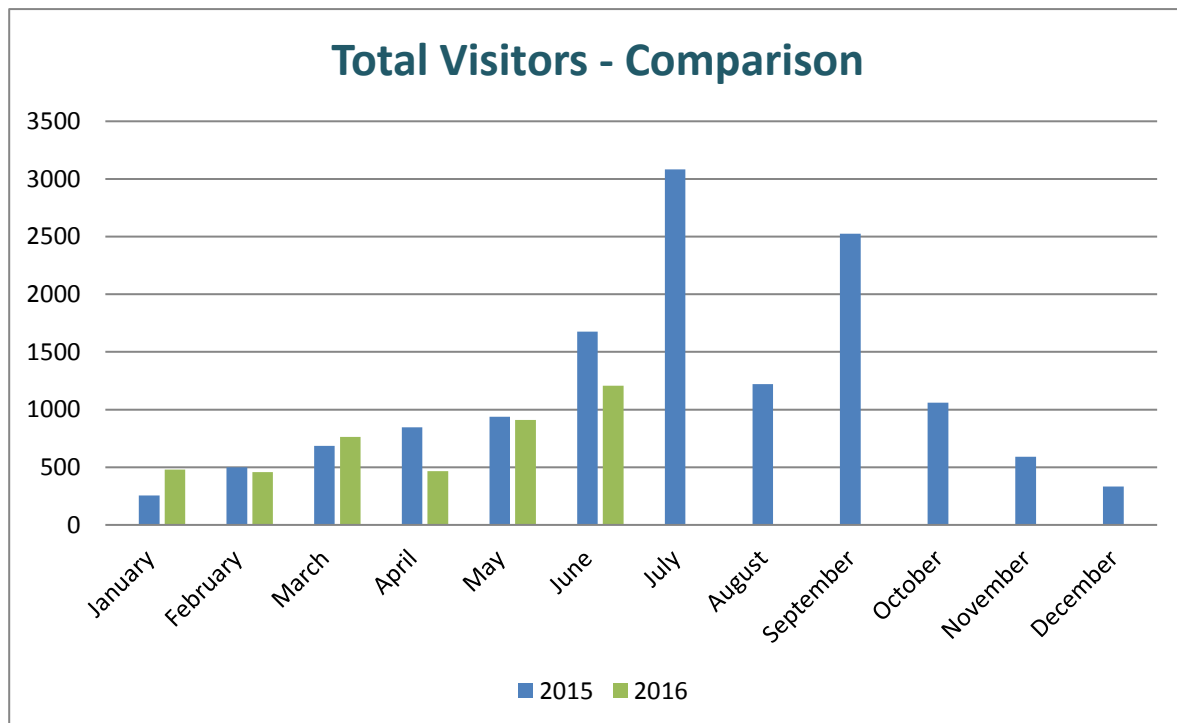
CURRENT				
Date	Vendor	Item	PO	Amount
6/2/2016	New Dimension	Sanitize Resrooms	164065	\$1,447.00
6/2/2016	UniFirst	Service	Open	\$44.33
6/3/2016	Westlake Hardware	Flag Pole Rope	A89171	\$16.99
6/3/2016	CRM	V/B Polos	163841	\$90.00
6/6/2016	CRM	RCCC Polos	164192	\$780.00
6/6/2016	Georgia Expo	Table Clips	164086	\$224.27
6/6/2016	Office Max	Offices Supplies	A89256	\$90.00
6/7/2016	Desert Security	Panel Battery	164239	<u>\$59.88</u>
6/8/2016	Office Max	Bifolds, Supplies	A89257	\$91.20
6/9/2016	UniFirst	Service	Open	\$90.73
6/9/2016	Do It Center	Paint Supplies	A89172	\$98.10
6/9/2016	Oriental Trading	Visitors, Stickers	163842	\$385.05
6/10/2016	New Dimension	Tile Chemical Wash	164118	\$800.00
6/13/2016	New Dimension	Hot Degreaser Kitchen	164087	\$1,395.00
6/14/2016	Starr	Buffing Pads	164336	\$175.73
6/16/2016	Office Max	Office Supplies	A89258	\$77.22
6/15/2016	Swisher	Power Rinse	164349	\$425.27
6/16/2016	UniFirst	Service	Open	\$44.33
6/16/2016	Carpet Clinic	Carpet Shampooing	164052	\$1,448.00
6/17/2016	Culligan	Softner Repair	164370	\$116.50
6/20/2016	SENM Tree Service	Trees/ Shrubs	164402	\$1,480.00
6/20/2016	Office Max	Supplies	A89259	\$87.98
6/21/2016	Carpet Clinic	Disinfect R/R Walls	164392	\$650.00
6/23/2016	Alpha Omega	Business Cards	164107	\$76.50
6/24/2016	Alpha Omega	Business Cards	164558	\$76.50
6/24/2016	SPR Host	Domain Renewal	164569	\$16.90
Current Total:				\$10,287.48

Pending				
Date	Vendor	Item	PO	Amount
Pending:				\$0.00

Roswell Visitor Center
Monthly Report
June 2016

	June		Comparison	
	2016	2015	2016YTD	2015YTD
Roswell & 200 mile Radius	36	67	163	744
New Mexico Visitors (not including Roswell Area)	35	126	350	1385
US Visitors (not including New Mexico)	1016	1122	3328	9432
Foreign Visitors	103	236	528	1715
Unknown	18	125	71	427
Totals Visitors	1208	1676	4285	13706
Nights Stayed in Roswell	516	605	1570	4707

2016 YTD Comparison: January through June



City of Roswell Fire Department Chief's Report



To: City Council

From: Chief Devin Graham

Date: July 6, 2016

Ref: Department Report – January 1 to June 30 - 2016

Total Calls for Service – 4,354

Emergency Medical Services Division – Total Activities - 3903

CARDIAC ARRESTS – 35

Cardiac Arrest Saves – 6

Fire Services – Total Activities 451

Structure Fires – 25

False Alarms – 172

Aircraft Fires - 1

Vehicle Fires – 13

Grass Fires – 45

Natural Gas/Propane Leaks - 22

Dumpster – 16

EOD – 1

Other – 155

Fire Related Rescues - 1

Fire Marshal's Division

General Inspections - 688

Fire Investigations – 36

Plans Reviews – 9

Public Fire Extinguisher Training Classes – 8

Inspected all retail locations selling fireworks within the city limits and all food booths associated with the Alien and 4th of July Festivals.

TRAINING DIVISION

Training Hours 2016 – 5,731

STAFFING AND RECRUITING

9 Current Shift Vacancies

Recruit Academy will begin on July 8th, 2016 with seven new firefighter recruits.

July 4th Report

The fire department, once again, was successful in executing the public fireworks display. This event requires weeks of preparation and is extremely labor intensive. A special thank you to the Sertoma Club for their financial contribution to the event as well as all the other city departments that helped make it a success.

The call volume for firework related incidents was higher this year than it has been in the last several years. This can be attributed, primarily, to the drought conditions that we are

currently experiencing. Most of these calls for service were for small grass/brush fires. No structure fires resulted from the use of fireworks.

Crews responded to one serious injury that was caused by irresponsible use of a commercial grade firework. The patient was transported to the hospital with serious hand and arm injuries sustained when a firework exploded while being held.

The Fire Marshal's Division performed "Firework Patrol" throughout the holiday weekend to help field complaints associated with fireworks.

PARKS & RECREATION DEPARTMENT
June 2016

PARKS

Total department acreage	627.2
Parks-acres in inventory	486.2
Recreation Trails	11.2 miles
Full time Employees	16
Temporaries/FTE	4/2

Maintenance

- Checking and repairing irrigation.
- Mowing and spraying for weeds.

Specifics

- In preparation for 4th of July events at Cielo Grande the brush hog was brought in and mowed everything, everywhere in order to reduce the risk of fire.
- Planting trees at the Esplanade
- Continued working on the list of improvements at the Zoo
- Set-up and clean up for the Grand Opening Ceremony at the Bert Murphy Family Splash Pad
- Installed the new sign at Nancy Lopez Golf Course at Spring River.
- Repaired cracks and seams at the Skate Park.
- Cleaned up graffiti at Altrusa Park.

Submitted by **Jim Burress, Parks and Grounds Manager**

Approved by **Tim Williams, Parks and Recreation Director**

SOUTH PARK CEMETERY

Number of casket burials	15
Number of cremation burials	16
Veteran's Cemetery casket burials	0
Veteran's Cemetery cremation burials	3
Acres in inventory	210
Full-time employees (FTE) equivalent	7
Total Revenue for June 2016	\$23,215

Maintenance

- Dug and tamped
- Mowing and trimming per schedule
- Mulched over 50 trees throughout South Park and Douglas McBride Veteran's Cemetery
- Fertilized entire grass areas

Specifics

- Conducted a total of 34 services for the month of June

Submitted by **Ruben Esquevel, South Park Cemetery Supervisor**
 Daisy Diaz, Administrative Assistant

Approved by **Tim Williams, Parks and Recreation Director**

NANCY LOPEZ GOLF COURSE AT SPRING RIVER

Total Department Acreage	144
Trees	2200
Full Time Employees (FTE) equivalent	6
Temporaries/Full Time Equivalent	2.5
Total Revenue for June 2016	\$29,014

Maintenance

- The greens were sprayed for nematodes on June 2nd, June 16th and June 30th. The health and overall appearance of the greens have improved dramatically since this spraying program was started. There will be one more treatment on the 14th of July.
- The golf course fairways, tee boxes and roughs were fertilized with ammonium sulfate on the 28th of June.
- The following parks were fertilized by the golf course crew with ammonium sulfate on the 30th of June; Russ de Kay, Girls Softball fields, Delta West and Cahoon Park west of Union Street.
- Cielo Grande and the Special Events area were sprayed with the second application of pre-emergent and a growth regulator to slow vertical growth and reduce the amount of mower clippings.

Specifics

- Cielo Grande is almost 100 percent Bermuda grass with just a few weeds here and there. Special events is also almost 100 percent Bermuda grass in the area below the hill.

	Fiscal 2013		Fiscal 2014		Fiscal 2015		Fiscal 2016
Jul-12	\$ 38,152.57	Jul-13	\$ 38,599.57	Jul-14	\$ 35,771.17	Jul-15	\$27,319.31
Aug-12	\$ 41,308.35	Aug-13	\$ 38,663.39	Aug-14	\$ 32,397.36	Aug-15	\$30,121.17
Sep-12	\$ 28,741.33	Sep-13	\$ 27,130.34	Sep-14	\$ 29,156.11	Sep-15	\$23,038.93
Oct-12	\$ 24,023.36	Oct-13	\$ 26,798.86	Oct-14	\$ 21,767.51	Oct-15	\$19,887.05
Nov-12	\$ 19,935.33	Nov-13	\$ 18,958.67	Nov-14	\$ 17,478.31	Nov-15	\$ 9,154.14
Dec-12	\$ 14,701.89	Dec-13	\$ 16,326.58	Dec-14	\$ 14,889.77	Dec-15	\$11,937.33
Jan-13	\$ 14,931.32	Jan-14	\$ 14,997.19	Jan-15	\$ 10,783.17	Jan-16	\$ 7,497.84
Feb-13	\$ 20,805.21	Feb-14	\$ 23,466.23	Feb-15	\$ 19,359.64	Feb-16	\$27,701.36
Mar-13	\$ 40,049.08	Mar-14	\$ 31,675.38	Mar-15	\$ 29,775.47	Mar-16	\$26,368.65
Apr-13	\$ 30,757.89	Apr-14	\$ 29,449.28	Apr-15	\$ 31,859.04	Apr-16	\$29,456.44
May-13	\$ 44,648.98	May-14	\$ 41,017.27	May-15	\$ 46,982.97	May-16	\$35,046.29
Jun-13	\$ 39,708.28	Jun-14	\$ 33,480.25	Jun-15	\$ 35,759.57	Jun-16	\$29,013.64
	\$357,763.59		\$340,563.01		\$325,980.09		\$276,542.15

Submitted by **David Blewitt, Golf Course Superintendent**
Carlton Blewitt, Golf Course Professional

Approved by **Tim Williams, Parks and Recreation Director**

CITY OF ROSWELL
CODE ENFORCEMENT DEPARTMENT
Month: June 2016

CODE ENFORCEMENT	This Month	This Month 2015	YTD*	2015 YTD*
Notices Mailed	768	874	7,636	8,370
Voluntary Compliance	442	475	4,568	5,173
No. of Cases Filed	16	9	246	110
No. Cases Dismissed	0	2	5	14
Resolution	81	101	717	968
Cleaned by City	45	62	405	392
Weeds	533	692	4,743	6,046
Inoperable Vehicles	39	27	428	281
Litter	57	52	786	699
Unsanitary Premises	76	49	849	725
Signs	0	10	184	87
Zoning	4	0	42	2
Obstructions	11	23	84	155
Public Nuisances	19	18	289	315
Garage Sales No permit	25	15	175	50

BUSINESS LICENSES	This Month	This Month 2015	YTD*	2015 YTD*
Total Licenses Issued	290	316	2,152	2,356
Renewed Licenses	258	266	1,742	1,873
New Licenses	19	25	278	270
Temporary Permits Issued	13	25	132	213
Receipts	\$10,564	\$10,477	\$83,029.00	\$85,237

*Figures calculated to reflect FYTD

BUILDING INSPECTIONS	This Month	This Month 2015	YTD*	2015 YTD*
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New Construction	7	6	51	48
All Other Construction	74	66	713	754
Total Permits Issued	81	72	764	802
Total Active Permits	460	506	***	***
Current Valuation	\$3,811,324	\$1,753,340	\$44,005,763.00	\$27,775,179
Total Fees Collected	\$32,722	\$21,672	\$290,663.00	\$351,673

PLUMBING INSPECTIONS	This Month		This Month 2015		YTD*		2015 YTD*	
Plumbing & Gas Permits--New	16	\$3,213.50	18	\$1,459.50	144	\$14,161.25	137	\$13,029.50
Plumbing & Gas Permits—Misc.	49	\$2,535.75	63	\$3,255.15	408	\$17,909.25	452	\$22,450.80
Gas Line Inspections	16	\$536.00	21	\$650.25	305	\$8,692.75	241	\$8,455.25
Totals	81	\$6,285.25	102	\$5,364.90	857	\$40,773.25	830	\$43,935.55

ELECTRICAL INSPECTIONS	This Month		This Month 2015		YTD*		2015 YTD*	
Electric Permits--New	5	\$535	5	\$605	55	\$7,620	62	\$9,840
Electric Permits—Misc.	25	\$1,470	29	\$1,785	697	\$34,765	448	\$25,595
Service Change	17	\$605	13	\$455	155	\$5,975	114	\$4,320
Totals	47	\$2,610	47	\$2,845	907	\$48,360	624	\$39,755

*Figures calculated to reflect FYTD

Signed: _____
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ROSWELL INTERNATIONAL AIR CENTER
REPORT FOR JUNE 2016

	This Month	This Month Last Year	This Year To Date	Last Year To Date
AIRPORT OPERATIONS:				
Number of Aircraft Operations:	1,892	1,926	21,625	24,236
Passenger Boardings:	not available	3,093	not available	16,814
REVENUES:				
Flow Fee	not available	\$2,248	not available	\$25,921
Landing Fees	\$1,690	\$725	\$9,298	\$11,858
Parking Fees	\$58,811	\$51,384	\$368,397	\$289,014
Totals:	not available	\$54,357	not available	\$326,793

Scott A. Stark, Manager
Roswell International Air Center

Prepared by: Walt Ramirez
July 6, 2016